

Final Copy™ II

Word Processor for the Amiga®



from SoftWood, Inc.

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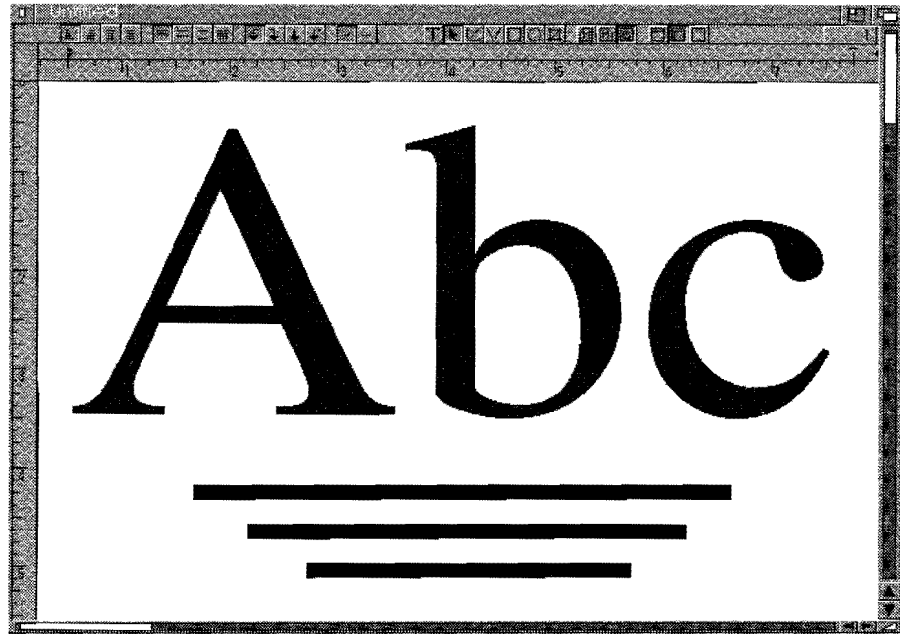
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Welcome



Welcome to Final Copy

Congratulations! You have chosen an advanced and innovative word processing system for the Amiga®. Final Copy™ is designed for people who want high quality personal and business documents. It combines word processing and graphic handling features with high quality, state-of-the-art printing technology.



Before you go further

Before you begin using Final Copy, please take a few moments to:

- **Back up the Final Copy disks.** After you have backed up your disks, store the originals in a safe place in case you need to revert to them at a later time.
- **Fill out and mail the enclosed warranty registration card.** SoftWood provides technical support for Final Copy if your warranty card is on file. Tear off your portion of the registration card and keep it with your manual. Fill out the other portion of the card and mail it to SoftWood. When you call for technical support, please have your registration number ready in case you are asked for it.

Welcome to Final Copy II

How to use this manual

This manual is divided into several sections that follow this introduction. These learning and reference chapters are:

- **Installing and Getting Started** - Information necessary to begin working with Final Copy is contained in this chapter. It includes installation procedures, an overview of basic terminology, instructions for starting and quitting Final Copy, and brief descriptions of Final Copy's user interface.
- **Tutorial** - We have produced a set of tutorial exercises designed to familiarize you with using Final Copy as quickly as possible. Included are exercises on creating, revising, and formatting a document.
- **Setting Preferences** - Final Copy has an entire set of preference settings that allow you to customize certain operations to suit your personal needs. These preferences include display settings, ASCII input/output, hyphenation, and speller guidelines.
- **Page Setup** - Final Copy is very flexible in allowing you define the type of page you want to use for your documents. This chapter discusses how to define a page in Final Copy.
- **Creating and Saving a Document** - Follow these easy, step-by-step instructions on how to create and save a document in Final Copy. Included are editing functions that you are likely to use as you are actually writing your document for the first time.
- **Revising a Document** - This chapter tells you what you need to know about revising and editing a document.
- **Formatting a Document** - This chapter provides an explanation of various ways in which you can change the appearance or format of your document. Included are document, paragraph, and graphic settings; fonts; rulers; and other important features.
- **Working with Graphics** - Easy-to-follow instructions for placing graphics within your Final Copy document are found in this chapter.
- **Making a Document Perfect** - This chapter contains instructions for using Final Copy's speller, thesaurus, and document statistic features.
- **Printing a Document** - Once you have created your document, refer to these instructions for printing a document.
- **Form Letters** - This chapter discusses how to create personalized form letters using a data file and a Final Copy document.

- **ARexx Support** - A description of how ARexx can be used with Final Copy.
- **Outlining** - Contained in this chapter are guidelines for using Final Copy's "Styles" feature to create outlines.
- **Reference** - A descriptive guide to Final Copy's menus and commands including references to specific areas of the manual where additional information can be found.
- **Appendices** - A list of cursor key functions, a description of keyboard shortcuts, a compilation of helpful hints to make the most of Final Copy's word processing abilities, and a glossary of word processing, printing, typesetting, and computing terminology.

Thank You

SoftWood is committed to making excellent software for the Amiga®. In fact, the Amiga® is the only computer for which SoftWood publishes software. We have done everything we can to ensure that Final Copy is a product in which you can enjoy using and have confidence in.

If you should find anything about Final Copy that you believe needs improvement, mail us your suggestions. We read each letter and continually compile a list of changes requested by users of our programs.

Good luck with Final Copy, and thank you for purchasing it. We hope you like Final Copy well enough to tell your friends about it.

Woody, Terry, Mary, Pat, and Ben

SoftWood, Inc.
1992



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1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities related to the project. It emphasizes the need for transparency and accountability in financial management.

*Installing and
Getting Started*

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Installing and Getting Started

This chapter is designed to get you started using Final Copy. It guides you through installing Final Copy on either a floppy based Amiga® or an Amiga® with a hard drive. It explains the basics of operating Final Copy and describes its user interface. The goal of this chapter is to get you acquainted with Final Copy so you may begin using it right away.

1

Installing and
Getting Started

Before you begin

Before you begin using Final Copy, you should know a few basic concepts and verify that your computer and system software are compatible with Final Copy.

Things you should know

To use Final Copy effectively, you need to understand a few basic concepts. Before you begin, you should know how to:

- Start your Amiga®.
- Use the mouse to point, click, double-click, and drag.
- Start a program from the Workbench™.
- Initialize and duplicate disks.
- Use menus to choose commands.
- Scroll, move, and resize windows.
- Know what a requester is.

Some of these concepts are discussed in this chapter, others are found in the manuals that came with your Amiga®.

Required hardware and software

Before installing or using Final Copy, make sure your computer and system software are compatible with Final Copy.

Hardware required

Final Copy has a thesaurus database, spelling dictionary, hyphenation database, and many outline fonts. In addition, the program size is over 400K. Because of all of this, you will need either two floppy drives or a hard disk to use Final Copy. If the system software is correct (see below), Final Copy will work on any Amiga® with at least 1 megabyte of internal memory. If your computer only has 512K, you will not be able to run Final Copy.

System software required

Final Copy requires version 1.3.3 or 2.0 or higher of the Amiga® Workbench™. If you have any Workbench™ version before 1.3.3 such as 1.3, 1.3.2, 1.2 or 1.1, Final Copy will not work properly and perhaps not at all.

Final Copy concepts

The following are some basic terms used throughout this manual. Experienced Amiga® users may wish to skip over this section.

- Point** To move the mouse so that the mouse pointer is either pointing at or pointing on top of some object.
- Press** To hold the left mouse button down.
- Click** To press and quickly release either the left or right mouse button.
- NOTE. In this manual “Click the mouse” will mean to click the left mouse button. The right mouse button is only used for accessing menus.
- Double-click** To quickly click the left mouse button twice. Depending on what you are doing, double-clicks are used to open documents, access drawers, or select words. A double-click is always performed using the left mouse button.
- Select** To specify something (e.g. to select lines of text or to select a document to be opened).
- Drag** To press the left mouse button and move it in some direction while still holding the mouse button down. Dragging is used to select areas of text. Dragging with the right mouse button down is used to choose a menu command.
- Highlight** Text that has been selected appears to be highlighted on the screen. **This is highlighted text.**

Preparing to use Final Copy

Now that you are sure your computer and system software are compatible with Final Copy, make backup copies of the Final Copy master disks. Afterwards, follow the steps in “Installing Final Copy” to prepare your computer for using Final Copy.

Making backup copies

Use the Workbench™ commands to copy all Final Copy disks. If you are unsure how to do this, refer to your Amiga® manual.

Installing Final Copy

Your Amiga® may or may not have a hard disk. Most Amiga® 500, Amiga® 1000, and some Amiga® 2000 computers do not have a hard disk. All Amiga® computers have at least one floppy disk drive. A floppy disk drive is the one that uses the small 3 1/2 inch square disks like the ones that come with Final Copy. How you install Final Copy depends upon whether your computer has a hard disk or not. If your computer does not have a hard disk, skip the next section “Installing on a hard disk”, and proceed with the section “Installing on a floppy”.

Installing on a hard disk

Final Copy is not copy-protected and can be installed on a hard disk. The “HD_Install” program located in the “HardDrive_Install” drawer on the FCProgram_II disk should be used to install Final Copy on a hard drive. A successful installation will result in one Final Copy drawer on your hard drive that contains all the associated drawers and files for Final Copy.

NOTE. You will need at least 2.5 megabytes of disk space on your hard drive for the Final Copy program and its associated files.

To install Final Copy on a hard disk:

1. **Start your Amiga®, if it is not already running.**
2. **After the computer completes its start up, eject any disk in your internal floppy disk drive, and insert the “FCProgram_II” disk.**

3. **Double-click the mouse on the FCProgram_II disk icon.**

This will open the main window of the FCProgram_II disk.

4. **Double-click the mouse on the “HardDrive_Install” drawer icon.**

This will open the window containing the HD_Install program.

5. **Double-click the mouse on the “HD_Install” program icon.**

This will start the HD_Install program. There are three operating modes available: Novice, Intermediate, and Expert. Novice mode is the easiest and most automatic method. The remaining instructions assume you are using Novice mode.

6. Click the mouse on the "Proceed with Install" button.

The program will begin to transfer items from the FCProgram_II disk onto your hard drive.

7. When the program asks you to insert a disk, remove the disk that is currently in the drive, and insert the one that is requested.

The program will begin to transfer items from the disk onto your hard drive.

8. When the "HD_Install" program finishes it will tell you the installation is complete. When this occurs click the mouse on the "Proceed" button.

9. If you are running under Workbench 1.3, you may be asked to insert the "FCProgram_II" disk. If this occurs, do so.

10. Close the "HardDrive_Install" window and the "FCProgram_II" window.

11. Close the window on your hard drive where Final Copy was installed, and then reopen it.

This is done so you can see the FinalCopy drawer icon. The icon is in the upper left corner of the window. It may be on top of another icon that was already there. You can drag the drawer to another area of the window and "snapshot" it to save its new position.

Installing on a floppy

The Final Copy program is located on the "**FCProgram_II**" disk. This disk is NOT a bootable Workbench™ disk - you cannot use it to start your Amiga®. Final Copy's "**FCSystem_2.0**" is a bootable Workbench™ 2.0 disk, and can be used to start your Amiga® as long as 2.0 or higher ROMs are installed in your computer. The "**FCSystem_1.3**" disk is a bootable Workbench™ 1.3.3 disk, and should be used to start your Amiga®, if you do not have a computer with the 2.0 ROMs installed.

In order to print from Final Copy, you will need to select a printer driver on the FCSystem disk you will be using. The "**FCSystem_2.0**" and "**FCSystem_1.3**" disks contain the printer drivers that are supplied by Commodore. To install one of these drivers, all you need to do is select it using the "**Printer**" program contained in the "**Prefs**" drawer on the "**FCSystem_2.0**" or "**FCSystem_1.3**" disk.

To select a printer driver:

1. **Turn on your Amiga® and insert the appropriate FCSystem disk when the computer asks for the Workbench™ disk.**

After you insert the FCSystem disk, wait for the computer to display the disk's icon.

2. **Double-click the mouse on the FCSystem disk icon.**

The disk's main window will open.

3. **Double-click the mouse on the "Prefs" drawer.**

The "Prefs" window will open.

4. **Locate the icon named "Printer" and double-click the mouse on it.**

This will start the "Printer" preferences program. After a short time, the "Printer" requester will be displayed. On this requester is a list of the printer drivers that are on the disk.

5. **Locate the name of the appropriate printer driver, and select it.**

If you are using the "FCSystem_2.0" disk, the name you select will appear in the area below the list. If you are using the "FCSystem_1.3" disk, the name you select must appear in the middle of the list of printer driver names.

6. **Make sure the "Printer Port" is set properly for your printer.**

NOTE. Most printers are "Parallel".

7. **Click the mouse on the "Save" button.**

The printer driver is now selected, and Final Copy should be able to print.

Starting Final Copy

How you start the Final Copy program depends upon whether your computer has a hard disk or not. If your computer does not have a hard disk, skip the next section "Starting from a hard disk", and proceed with the section "Starting from a floppy".

Starting from a hard disk

If you have installed Final Copy on your hard disk, follow the steps below to start the program. These instructions assume that you have successfully installed Final Copy on a hard drive using the instructions earlier in this section.

To start Final Copy from a hard disk:

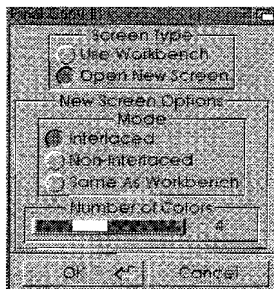
1. **Turn on your Amiga® and follow the normal startup procedures you go through to get your computer running.**
2. **Once you are running on your hard drive, locate the "Final Copy_II" drawer that was created during the Final Copy installation process.**
3. **Double-click the mouse on the "FinalCopy_II" drawer.**

Shortly, you will see several icons, including the Final Copy program icon.

4. **Double-click on the "Final Copy" program icon.**

In a few seconds, Final Copy will be running, and you will see the "Startup Screen". This screen gives you the opportunity to choose the type of screen Final Copy will use.

5. **Click the mouse on the "OK" button.**



Starting from a floppy

The following instructions enable you to start Final Copy from a floppy disk. If you have a hard drive and have chosen to install Final Copy on it, please skip to the next section.

To start Final Copy from a floppy disk:

1. Turn on your Amiga® and wait for the computer to ask for the Workbench™ disk.
2. If you have 1.3 ROMs in your computer, insert the "FCSystem_1.3" disk; otherwise insert the "FCSystem_2.0" disk.

The computer will load the Workbench™ program from the disk. Once it is finished, you will see the FCSystem disk's icon on the screen.

3. Insert the "FCProgram_II" disk in the second disk drive.

NOTE. Do not remove the FCSystem disk in order to insert the FCProgram_II disk.

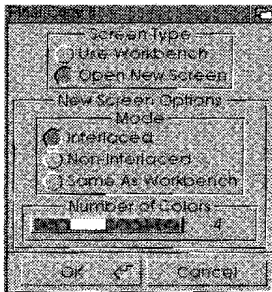
4. Double-click the mouse on the "FCProgram_II" disk's icon.

The main window for the disk will open.

3. Double-click on the "FinalCopy" program icon.

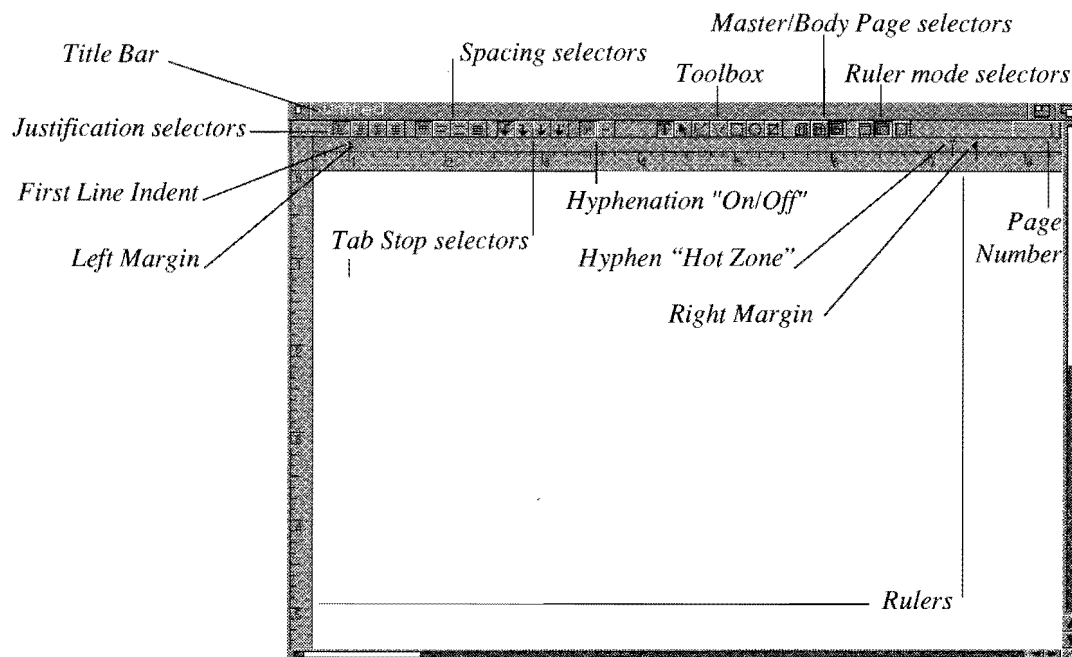
In a few seconds Final Copy's "Startup Screen" will be displayed. The "Startup Screen" gives you the opportunity to choose the type of screen Final Copy will use.

6. Click the mouse on the "OK" button.



Working in Final Copy

Once you have started Final Copy, you will see an untitled Final Copy document window.



The following are descriptions of the various elements of a Final Copy document window.

Menus

Most of Final Copy's features are accessed by choosing a menu item. As you know, on the Amiga® you can access the menus by moving the mouse along the top of the screen while pressing the right mouse button. Below are brief descriptions of Final Copy's menus.

Project Menu

This menu includes commands to create a new document, to open an existing document, save a document, print a document, specify page setup parameters, set preferences, and quit Final Copy.

Edit Menu

Commands in this menu will allow you to cut, copy, paste, clear, and select text. Also included are commands to insert and update date and time, and to copy and paste the ruler.

Page Menu

The Page Menu enables you to specify the page view percentage, insert and remove page breaks, and go to a specific page or selection in your document.

Text Menu

Contained in this menu are commands to set the characteristics of the text contained in your document, including the font, size, leading, style, position, width, and case of text. You may also use this menu to select a color for your text, and specify the oblique percentage (or degree of slant) for italic text. The Type Specs feature enables you to define type specifications for any amount of selected text in your document or for text which has yet to be entered.

Graphics Menu

This menu includes commands to insert IFF graphics; select settings for those graphics; specify settings for lines, boxes and ovals drawn with Final Copy's tool icons; and to determine if graphics are to appear in front of or behind other elements on your page.

Extra Menu

Included in this menu are commands to find or replace text, as well as commands to initiate a spell check, consult the thesaurus, or obtain document statistics.

Styles Menu

This menu enables you to predefine styles, or characteristics, for different categories of text (e.g. body text, headline text, subhead text, etc.).

ARexx Menu

This menu is used to choose an ARexx script to be executed.

Title bar

A window's title bar will show the name of the document in the window. If the document has not been saved, the name will be "Untitled".

Command strip

Final Copy's command strip is the area at the top of a document window that contains a series of icons. These icons can be used to control various aspects of the program's operation.

Justification selectors

Final Copy allows you to justify your paragraphs in four different ways--left, right, centered, or full--using the justification selectors. Each paragraph may be justified independently.

Spacing selectors

The spacing selectors enable you to space your paragraphs as single, 1 1/2, double, or variable spaced. Each paragraph may be spaced independently using these selectors.

Tab stop selectors

Final Copy's tab stop selectors allow you to mark tab stops on the ruler. Four different tab alignments--left, right, center, and decimal--may be specified using the tab stop selectors. Each paragraph in your document may have its own unique tab configuration.

Hyphenation "On/Off"

The hyphenation selectors allow you to turn Final Copy's automatic hyphenation feature off and on as you wish.

Tool box

By selecting the appropriate tool, you may enter text; select graphics; draw horizontal, vertical or 45° diagonal lines; draw lines in any direction; draw a rectangle/square; draw an oval/circle; and crop graphics.

Master/Body page selectors

The master pages selectors enable you to designate a page as a master guide for your entire document. Any text or graphics entered on a master page will appear on every page of the document. You may select left and/or right master pages.

Ruler mode selectors

These selectors enable you to determine whether your document displays no rulers, the top ruler only, or both side and top rulers.

Left and Right margins

Left and right margins may be marked on the ruler using the margin selectors. Each paragraph may have its own margins.

First line indent

The first line indent margin allows you to specify the indentation distance for the first line in a paragraph.

Hyphen “hot zone”

This margin allows you to specify the point in a line of text where a word becomes eligible for hyphenation.

Page number

This tells you which page of your document is currently in the window, and can be used to go to a previous, next, first, or last page of the document.

Scroll bars

Scroll bars are used to adjust the viewing area of a window. Dragging the scroll bar allows you to move to a desired position within the document. Clicking in the scroll box moves the text either horizontally or vertically in large increments within the document window. Clicking on the scroll arrows results in a small movement either horizontally or vertically within the document window.

Window gadgets

In addition to the above Final Copy gadgets, there are several Amiga® gadgets also on the window.

Close box

When the mouse is clicked on the Close box, the Final Copy window will be closed.

Front to back gadget

This gadget places the current window behind other windows that might be simultaneously open.

Size gadget

You may alter the size of a document window by dragging the mouse while clicking on the size gadget.

Quitting Final Copy

To quit Final Copy:



1. Choose "Quit" from the "Project" menu.

If you only have one window open, that window will be closed and you will return to the Workbench™ screen. If other Final Copy windows are open, only the current window will be closed. Before closing a window, the program looks to see if you have made any changes to the document since the document was last saved. If there are unsaved changes, Final Copy will ask you if you want to save the revised document.

If you do not have a hard disk and the Workbench™ disk is not inserted when you quit Final Copy, the computer will ask you to insert the Workbench™ disk.

SoftWood Technical Support

If you have problems that you can't solve by using this manual, you can call SoftWood's technical support. The phone number you should call is written on your portion of the program's registration card, and in the "About Technical Support" requester.

The hours you may call for technical support are from 9:00 AM to 12:00 PM MST and 1:30 PM to 4:00 PM MST Monday through Friday. MST is Mountain Standard Time. Mountain Standard Time never changes during the year. During winter 9:00 AM MST is the same as 11:00 AM EST. In the summer months 9:00 AM MST is the same as 12:00 PM EST. Technical support is not available on Saturdays, Sundays, and holidays; and only within the hours listed above.

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Tutorial

This chapter contains a set of exercises designed to introduce you to some of Final Copy's important basic features. When you finish this section, you will know how to:

- Create a document
- Enter text
- Insert text
- Move text
- Delete text
- Save a document
- Close a document
- Open a document
- Align text
- Set a margin
- Change font size
- Create a header
- Edit a header

Keep in mind that the purpose of this section is to lead you through a set of simple tasks using some of Final Copy's features. It would be impractical to include all of the program's features in this practice session. However, step by step instructions for all of Final Copy's commands may be found in other chapters of this manual.

Creating a document

The following exercise will show you how to create a new document. In this practice session, you will type a letter. As you do so, you will not need to hit the RETURN key when you get to the end of a line. Final Copy will automatically take you to the next line when a word will not fit on the line you are typing. To end a paragraph or insert a blank line, you will need to press the RETURN key.

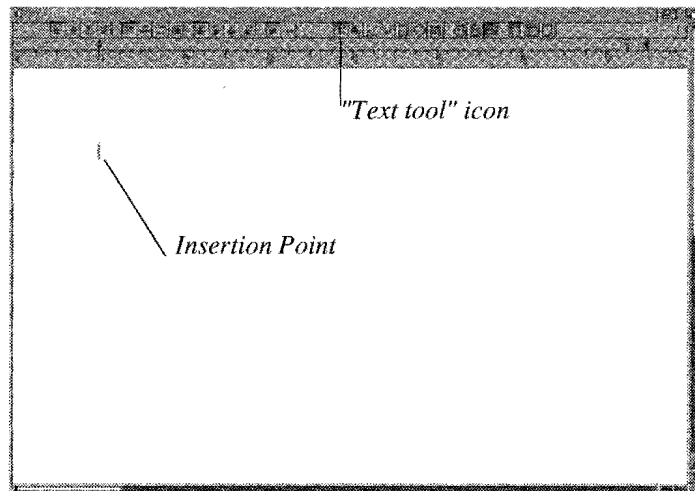
In the letter that you will be typing on the following page, the "¶" symbol shows where you should press the RETURN key.

If you make a mistake while typing, use the BACKSPACE key to erase the characters.

To create the tutorial document:

1. Start Final Copy if it is not already started.

An untitled document window will appear on your screen. Notice that the text tool icon on the horizontal ruler has been selected and that the insertion point is located in the upper left corner of the window. When you begin typing, text will be inserted at the insertion point.



2. Type the following letter:

NOTE. Remember the “¶” in the letter below indicates where you should press the RETURN key.

Professor Sean O'Boyle¶
Department of Irish Studies¶

¶
Mary Williams¶
222 S. Main Street¶
Hometown, Arizona 85007¶
U.S.A.¶

¶
¶
Dear Mrs. Williams¶

¶
I received your letter asking for information on Irish literature. You are absolutely correct that reading a nation's literature is the best way to prepare for travels there. Listed below are selected works by some of Ireland's greatest authors. Happy Reading!¶

¶
The Playboy of the Western World, by J.M. Synge¶

¶
The Collected Works of Yeats¶

¶
A Guide to Dublin Pubs, by Eamon O'Ferrall¶

¶
Ulysses, by James Joyce¶

¶
¶
Sincerely,¶

¶
Prof. Sean O'Boyle¶

Revising a document

Now that you have created your tutorial document, you can proceed with several editing exercises.

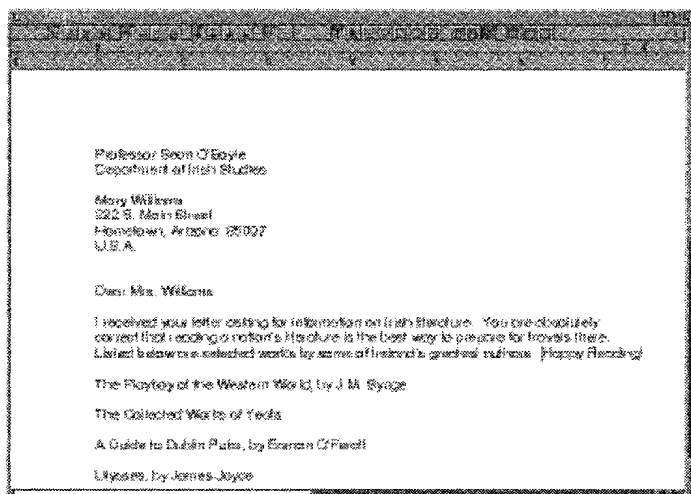
Inserting text

You will often wish to add characters to existing text in a document. With Final Copy, this process is quick and easy. Characters are always inserted at the insertion point.

To insert text into the tutorial document:

1. **Move the mouse so that the text tool is positioned just before the word “Happy” in the main paragraph.**
2. **Click the left mouse button.**

You have just set the insertion point, and any characters that you type will be inserted before the word “Happy”.



3. **Type the words “You may find these books at your local library.” followed by two spaces.**

Notice that the text automatically readjusts itself within the margins of your document. The two spaces were entered to separate your new sentence from the one following it.

Deleting text

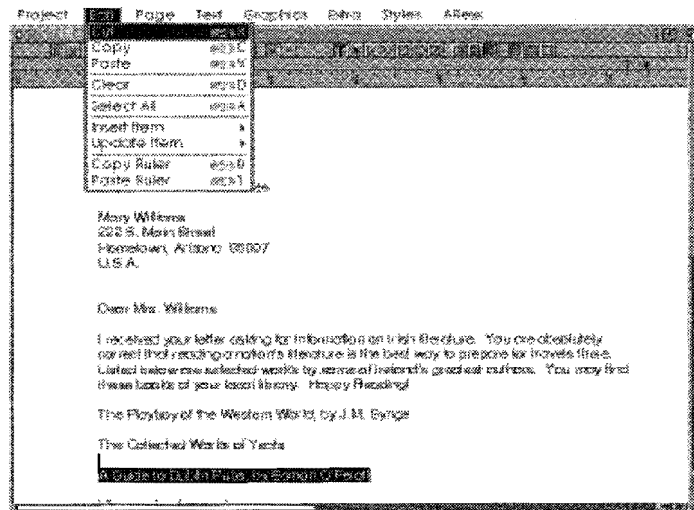
If you create a document and decide at a later time that some of the text needs to be removed, you may do so easily by using Final Copy's "Edit" menu.

To delete a block of text in the tutorial document:

1. **Position the mouse at the first of the blank line that appears above the line reading "A Guide to Dublin Pubs, by Eamon O'Ferrall".**
2. **Press the left mouse button and continue to hold it down.**
3. **While holding the mouse button down, drag the mouse down and to the right until the blank line and entire line of text are highlighted.**
4. **Release the mouse button.**

This process of dragging the mouse over text is known as "selecting". Selected text always appears highlighted on your screen.

5. **Choose "Cut" from the "Edit" menu.**



The selected text will be removed, and Final Copy will automatically reformat the document.

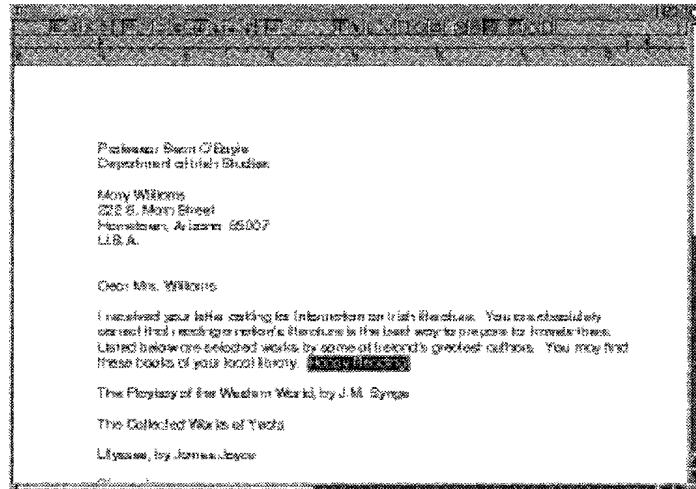
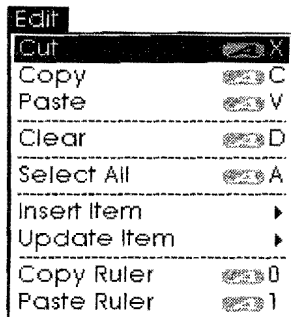
Moving text

You may move text within a document using Final Copy's "Cut" and "Paste" commands.

To move text in the tutorial document:

1. **Position the mouse just before the word "Happy" in the main paragraph.**
2. **Drag the mouse over the words "Happy Reading!"**

Remember that dragging involves pressing and holding the left mouse button, then moving the mouse while continuing to hold the mouse button down. When finished dragging, release the mouse button, and the selected text will appear highlighted on your screen.



3. **Choose "Cut" from the "Edit" menu.**

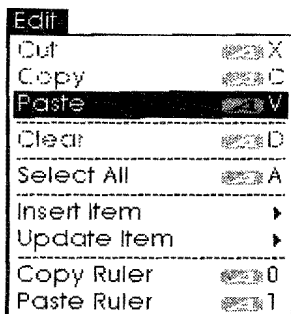
The highlighted text is removed from your document and stored in a special place called the "Clipboard".

4. **Position the mouse after the last character of the line reading "Ulysses, by James Joyce", and click the left mouse button to set the insertion point.**

5. **Press the RETURN key twice.**

6. **Choose "Paste" from the "Edit" menu.**

Final Copy will insert the sentence at the insertion point.



Saving and closing a document

Now that you have practiced some of Final Copy's basic editing techniques, it is time to learn to save and close your document. While you were creating and revising the tutorial document, you may have noticed that the name "Untitled" appeared in the title bar of your window. This is the name that Final Copy assigns to a new document until it is named and saved.

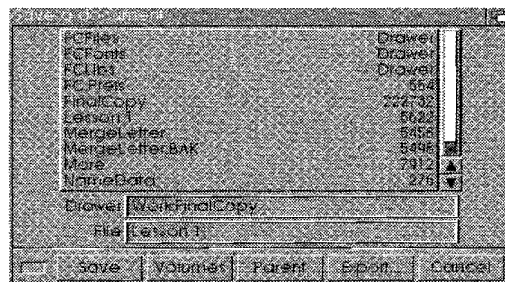
To save the tutorial document for the first time:



1. Choose "Save..." from the "Project" menu.

A file requester will appear so you can give your document a name and choose where you wish to save it.

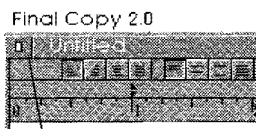
2. Click in the data entry area following the word "Untitled", backspace over "Untitled", then type in Lesson 1.



3. Click on "Save".

Your tutorial document has now been saved for the first time. Notice that the document remains on your screen.

To close the document:



Close Box

1. Click the mouse in the window's Close Box located in the upper left corner of the document window.

The program will erase the document from the window and ask if it is OK to quit the program.

2. Click the mouse on the "No" button.

If you had chosen "Yes", the program would have ended and returned you to the Workbench™ window.

Opening a document

In the previous exercise you closed the document you had created. Normally, if you were going to make additional changes to the document, you would not have closed it. But since this is a tutorial, you need to know about closing a document. Now you will make changes to your document. Before you can do this, it is necessary to “Open” the document.

To open the tutorial document:



1. Choose “Open” from the “Project” menu.

A file requester will appear on your screen.

2. Locate the document you just saved and double-click the left mouse button on its name.

Final Copy will load the document from disk and display it in the window.

Formatting a document

The following set of exercises shows you how to perform some of Final Copy's many exciting formatting commands.

Aligning text

Using Final Copy you can align your text in several ways:

Left Justified	Left justified text is displayed so that each line starts at the same position on a line.
Right Justified	Right justified text is displayed so that each line ends at the same position on a line.
Centered	Centered text is displayed so that each line is centered between its margins.
Full Justified	Full justified text is displayed so that each line starts and ends at the same positions on a line.

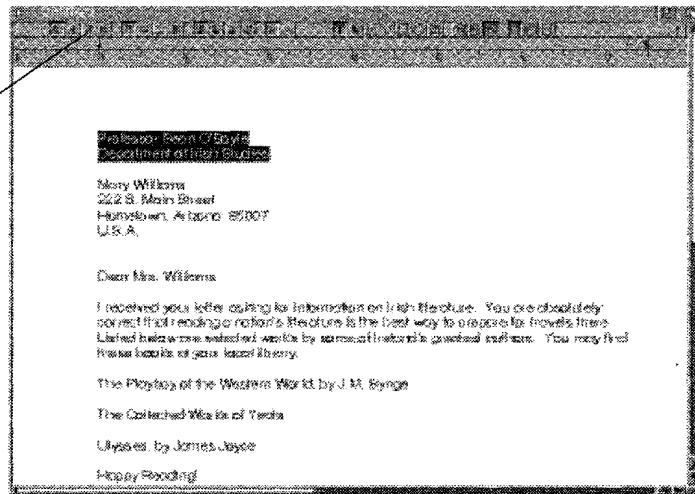
You can change the justification of one or more paragraphs using either the ruler or a requester. Next, you will learn to change the justification of two paragraphs using the “Justification Selector” on the ruler.

To center text using the ruler:

1. Position the mouse before the very first word in the document, "Professor".
2. Press the left mouse button and continue to hold it down.
3. While holding the mouse button down, drag the mouse down and to the right until the first two lines of the document are highlighted.
4. Release the mouse button.

Two lines are now selected.

"Center justification" icon



5. Click on the "Center justification" icon in the ruler.

The two selected lines will be centered on the page. Notice the lines are still selected. If you were going to make other changes to these lines, you could do so without reselecting them. Since you will be doing something else now, you will want to deselect the lines.

6. Click the mouse somewhere else on the document.

The lines will be deselected.

To change justification of two or more paragraphs at the same time, it is necessary to drag the mouse through text contained in the paragraphs. If you only want to change justification of one paragraph, you simply click the mouse in the paragraph to be changed.

Setting margins

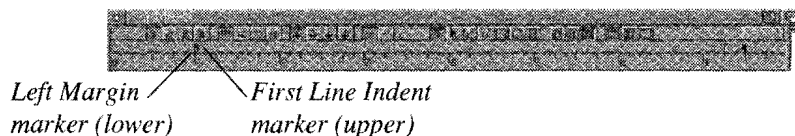
The Final Copy ruler may be used for many different purposes related to the appearance of your document on the page. Margins may be easily set or changed by moving the left margin, right margin, and first line indent horizontally along the ruler. For any paragraph (text ended by a return), the first line indent sets the left position of the first line of the paragraph; the left margin sets the left position of the remaining lines in the paragraph; and the right margin sets the right position of all lines in the paragraph.

To change the left margin using the ruler:

1. **Click the mouse anywhere in the document's main paragraph.**

The main paragraph is the one that starts "I received..."

2. **Position the mouse on the left margin marker.**



On your document window the left margin and first line indent are set at 1 inch. Since they are set at the same value, their markers are drawn at the same location. The markers are distinguished in that the first line indent marker is drawn above the left margin marker.

3. **Press and hold the left mouse button and drag the left margin marker horizontally to the right until it is directly over the "2" on the ruler.**

Final Copy will automatically reformat the left margin of all lines of the paragraph except the first line. As explained above, the starting position of the first line in a paragraph is determined by the first line indent marker. In order to set the left margin of the first line, you must use the first line indent. Experiment by moving the first line indent marker to some other position to the right of where it is now.

Changing font size

Final Copy contains a number of special features that allow you to change the appearance of text in your document. You may change the typeface, alter the spacing, and use a number of special effects to give your type just the right appearance. In this exercise, you will alter the appearance of the text in the body of your document by changing the font size.

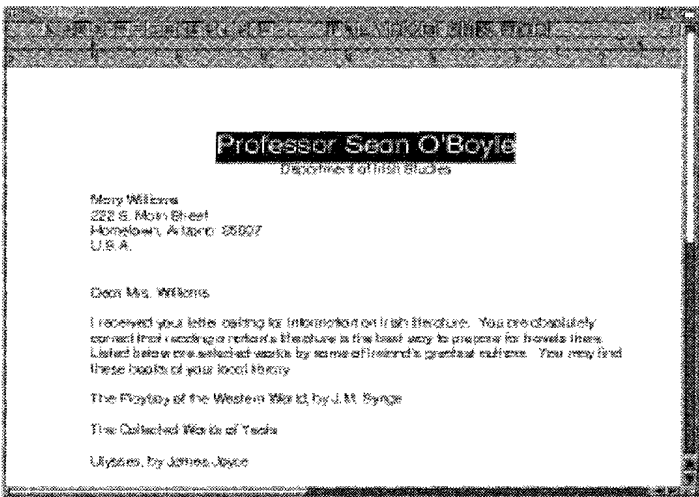
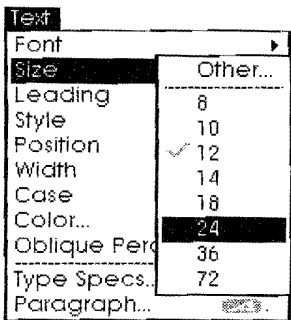
To change font size:

1. Drag the mouse over the line “Professor Sean O’Boyle”.

The text is now selected and ready to have its size changed.

2. Choose “24” from the “Size” sub-menu of the “Text” menu.

The text will now appear in 24 point size.



3. Click the mouse anywhere in the document to deselect the text.

Working with master pages

A master page is a place in a Final Copy document where you define text and graphics that are to appear on each of your document's body pages. There are many uses for master pages, including document titles, chapter names, special graphics, dates, page backgrounds, and page borders. Any text or graphics placed on a master page appear automatically on each of the document's body pages (excluding optional title page). It is entirely up to you whether you enter anything on a document's master page.

The information on master pages that follows in this tutorial illustrates one specific master page application—how to set up a typical document header and footer.

Using master pages for headers and footers

"Header" is a term used to identify text and graphics that appear at the top of a document's pages. "Footer" is a term used to identify text and graphics that appear at the bottom of a document's pages. In Final Copy you create these special areas using the master pages feature.

Text and graphics that you would normally place in a header are placed at the top of a master page. Text and graphics that you would normally place in a footer are placed at the bottom of a master page. If you are going to use the master page for headers and/or footers, you should first specify the height of the area on a master page that will be used for header and footer information. If you do this, Final Copy will not allow you to enter text on a body page in the areas where header or footer information appears.



To specify the height of header and footer areas:

1. Choose "Page Setup" from the "Project" menu.
The "Page Setup" requester will appear on your screen.
2. Locate the section of the requester entitled "Master Page", then click in the data entry area beneath the word "Header".
3. Replace the contents with the value "1".

2 Tutorial

- # Tutorial

The History of the Western World, by J.M. Synges

The Collected Works of Yeats

Ulysses, by James Joyce

Henry Ford

- This instructs Final copy to use your header and footer setup for the current document only. Had you wished to save your setup as a default to be applied to all future documents, you would have clicked on “Save”.

1. Click the mouse on the right master page icon in the horizontal ruler at the top of your window.

PLANNED FOR FUTURE

The blank master page will appear. The page does not show the text you have already entered during this tutorial, because the text was entered on the body page.

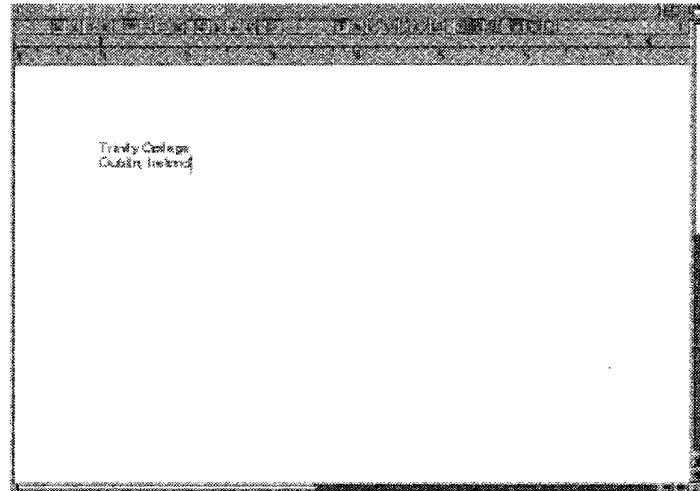
Notice that the insertion point appears automatically in the top left corner of the master page.

To enter header text on the master page:

1. Type the following text:

Trinity College¶
Dublin, Ireland

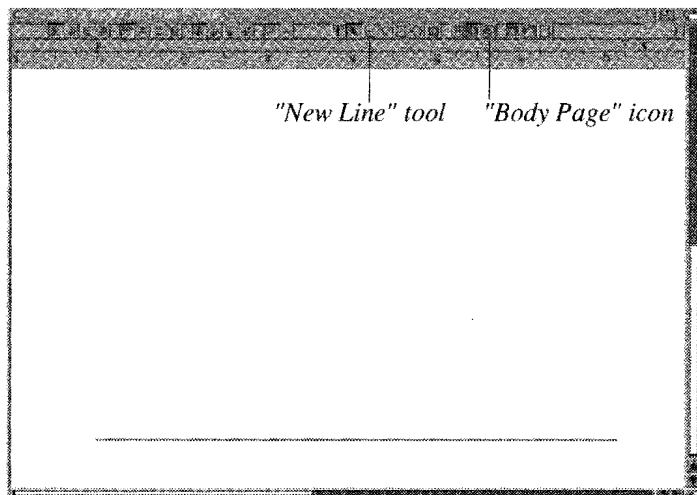
(Remember, the ¶ symbol means to press the RETURN key.)



When you eventually return to the body pages of your document, the header text will appear just as you have entered it on the master page. If your document contained more than one page, the header text would appear on all pages in the document.

To enter a line graphic in the footer on the master page:

1. Click on the "New Line" tool among the tool icons at the top of your window.
2. Scroll the document to the end of the page, and position the mouse pointer approximately 1 inch from the bottom of the page.
3. Press the mouse button and continue to hold it down while dragging the mouse horizontally across the page.



As you drag the mouse, a line is drawn. This line uses Final Copy's default settings for line width, color, and text flow.

4. **When you reach the far right margin of your footer, stop dragging the mouse and release the mouse button.**

The line is now inserted in the footer of the master page and will appear identically on every page of your document.

To return to the body page:

1. Click on the body page icon at the top of your window.

The master page will disappear, and the body page of your document will appear on your screen. Notice that the header text and footer graphic appear on the body page just as you

entered them on the master page. While in the body page(s) of your document, any text or graphics entered on a master page may not be edited. You must return to the master page to do so.

Quitting and saving changes

You have almost reached the end of the tutorial. By now you should have a good idea of how to create a document in Final Copy. Of course there is much more to Final Copy than the features covered in the tutorial. Refer to the remaining chapters for instructions on operations such as type styling, spelling, using the thesaurus, printing, and working with graphics.

The last exercise in the tutorial is about quitting the program. If you have followed the steps in the tutorial, you should have a document with changes that have not been saved.

To quit the program and save changes at the same time:

- 1. Choose “Quit” from the “Project” menu.**

The program will ask if you want to save changes to your document.

- 2. Click the mouse on the “Yes” button.**

The program will save your document to disk, and then return you to the Workbench™ screen.

Notes...

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Setting Preferences

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Setting Preferences

Final Copy's Preferences settings inform the program of your preferred way of doing certain operations. Final Copy™ comes to you with its preferences already set to SoftWood's default values. This chapter describes each preference setting so you can modify them to suit your needs. Final Copy™ settings are:

Display - Through display preferences, you can set the unit of measurement for the ruler, the screen resolution, the window size, and the page guide option.

ASCII file input/output - Final Copy lets you determine how an ASCII file is to be saved or read. This lets you tailor your input and output to work with programs such as text editors that read and write ASCII files. It can be used to import and export documents to other programs that do not understand Final Copy's document format.

Startup - With this set of preferences you can specify the type of screen you want Final Copy™ to operate in. By setting this preference item you can bypass the program's initial startup screen.

Speller - Through preferences, you can adjust the size of the RAM dictionary, the speller cache, and the skip cache used during spelling detection and correction. You may also specify whether or not spelling suggestions are offered automatically.

Hyphenation - You use this group of preferences to turn hyphenation on or off, and to set the amount of memory devoted to hyphenation processing.

Document - Final Copy's document preferences enable you to specify definitions for a number of elements occurring within a document, including default tab stops, page number format, decimal format, time and date formats, and date order.

Document Colors - This preference lets you adjust the shading of 16 colors that you may use for text and graphic objects drawn within Final Copy.

Screen Colors - This preference lets you adjust the shading of the 4 colors Final Copy uses to draw its screen and window imagery.

Display preferences

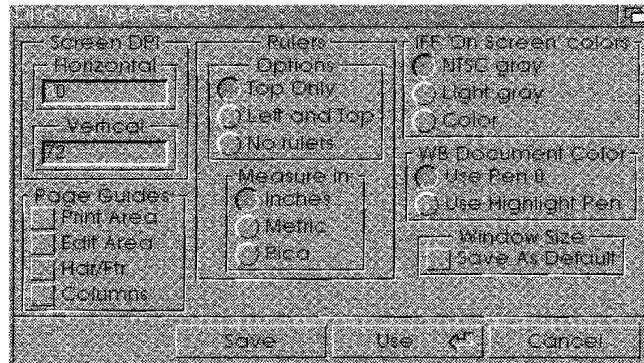
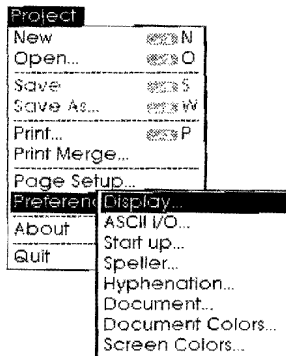
Final Copy's "Display" preferences let you define various elements that affect the way a document is displayed on screen. You may save these preferences as default settings, or simply use them for your current document.

Any or all of the display preferences may be changed once the "Display Preferences" requester has been opened.

To open the "Display Preferences" requester:

1. Select "Display" from the "Preferences" sub-menu in the "Project" menu.

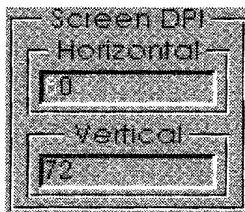
The "Display Preferences" requester will appear.



Screen DPI

The **screen DPI** setting is used to specify the horizontal and vertical resolution for your screen display. Resolution is measured in dots per inch (DPI). The default values are 80 for horizontal and 72 for vertical. The larger the number used, the more screen area will be required to show an inch of document information.

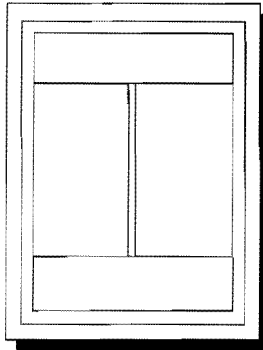
Setting the screen DPI will have no effect on printouts. Regardless of the screen's resolution, printing will always be performed at the printer's resolution. The purpose of the screen DPI preference is to allow you to match your display to your computer monitor and its settings. If the screen DPI default settings seem inadequate for your monitor, you may wish to experiment with different settings.



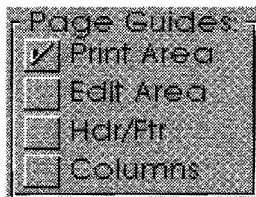
To set the screen DPI:

1. Click in the data entry area of the “Horizontal” box in the “Screen DPI” section.
2. From the keyboard, type in a number for the horizontal resolution.
3. Repeat this procedure for the vertical resolution.

Page guides



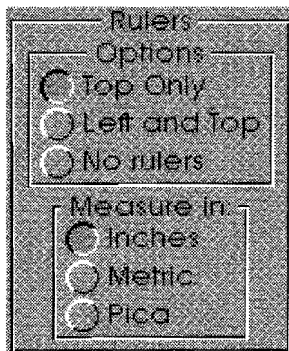
The **page guides** preferences are used to turn on or off grey lines that appear as guides in a Final Copy document. These lines visually define the print area, the edit area, the header/footer areas, and columns. The print area page guide gives you a visual representation of the print area margins as defined in the Page Setup requester. The print area page guide is especially helpful when placing graphics on a page. With the print area page guide displayed you can visually ensure a graphic is placed in the printable area of a document. The edit area page guide gives you a visual representation of the edit area margins as defined in the Page Setup requester. Similarly, the header/footer guides and column guides show your header, footer and columns as defined in the Page Setup requester.



To set the page guide preferences:

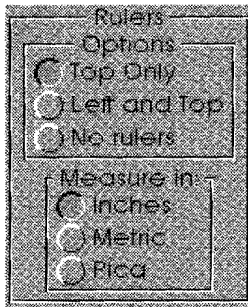
1. Click on the boxes preceding “Print Area”, “Edit Area”, “Hdr/Ftr”, and “Columns” to turn ON or OFF the page guides for each area.

A box that is checked means the corresponding page guide will be displayed.



Rulers options

The **rulers options** setting is used to define which screen rulers, if any, will be displayed. The “Top Only” option will display only the horizontal ruler at the top of your window. The “Left and Top” option will display both the horizontal top ruler and the vertical ruler at the left of the window. “No Rulers” will produce a window in which neither the horizontal nor vertical ruler are shown.



To set the ruler options:

1. Click on the button preceding the rulers you wish to have displayed in your window.

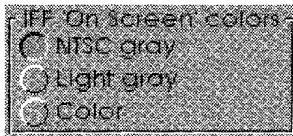
Unit of measure

The **measure in** setting is used to specify the measurement system for the document.

To set the unit of measure:

1. Click on the button preceding the desired unit of measure in the “Measure in” section of the “Display Preferences” window.

IFF ‘On Screen’ colors

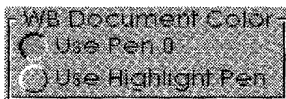


The **IFF ‘On Screen’ colors** preferences specify the way a graphic's original colors are converted to screen colors for display on your screen. This setting has nothing to do with printed output. The screen shots on the back of the Final Copy box were taken with Final Copy running on a 16 color Workbench™ screen with the IFF ‘On Screen’ colors preference set to “Color”.

To set the “IFF ‘On Screen’ colors”:

1. Click on the desired “IFF ‘On Screen’ colors” option.

WB Document Color



The **WB Document Color** preference item lets you set the document's background (paper) color when using a Workbench™ screen. The screen shots on the back of the Final Copy box were taken with Final Copy running on a 16 color Workbench screen with the “WB Document Color” option set to “Use Highlight Pen”.

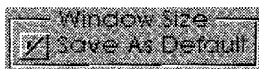
To set the “WB Document Color” option:

1. Click on the desired “WB Document Color” option.

Window size

The **window size** preference lets you save your current document window size as a default setting. All subsequent document windows will automatically open to this size.

To set the current document window size as default:



1. Click on the box preceding "Save As Default" in the "Window Size" section of the "Display Preferences" window.

Saving display preferences

You can save the display preferences so they affect only the current document, or you can save them so they also become program defaults. When a setting is a program default, it will affect all subsequent new document windows.

To save display preferences:

1. Click on the "Save" button to indicate that you have changed the default settings, or on "Use" to change the settings for the current document only.

NOTE. If you check the "Window Size" preference, the setting will affect all subsequent new document windows regardless of whether you click on "Save" or "Use".

ASCII file input/output preferences

Final Copy preferences determine how an ASCII file is read and/or written.

ASCII Input preferences are used for:

- Opening and reading an ASCII file.
- Pasting data from the clipboard created in another program.
- Accepting data through ARexx.

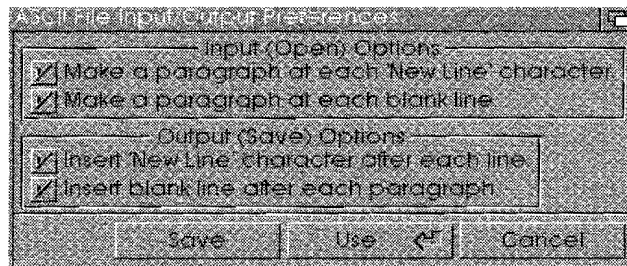
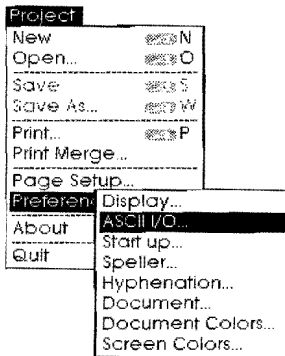
ASCII Output preferences are used for:

- Writing an ASCII data file.
- Copying data to the clipboard that will be used in another program.
- Sending data to ARexx.

To change ASCII I/O settings:

1. Select "ASCII I/O" from the "Preferences" sub-menu in the "Project" menu.

The "ASCII File Input/Output Preferences" requester will appear.



2. Click on the button preceding the ASCII input and output preferences you wish to implement.
3. Click on the "Save" button to indicate that you have changed the default settings, or on "Use" to change the settings for the current document only.

Startup preferences

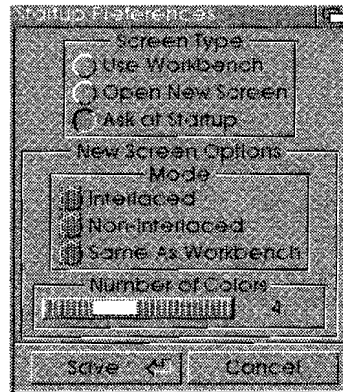
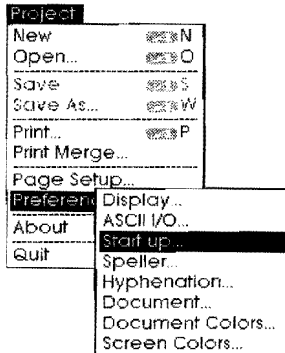
The “Startup” preferences are used by Final Copy™ when it starts up to determine what kind of screen to use. If you have not saved any startup preferences, Final Copy will display the Startup Screen requester each time you start the program.

You will probably find it convenient to specify the screen type you prefer in the “Startup” preferences so that each time you start Final Copy the program will automatically open on that type of screen. The alternative, and the way the program comes from SoftWood, is that the startup requester is displayed each time you run Final Copy. With this default setting, you indicate the desired screen type each time the program runs.

To specify startup preferences:

1. Select “Startup” from the “Preferences” sub-menu in the “Project” menu.

The “Startup” window will appear.



2. Click on the button preceding the screen type preference you wish to implement.
3. Click on “Save” to save your preference as a default and exit the window.

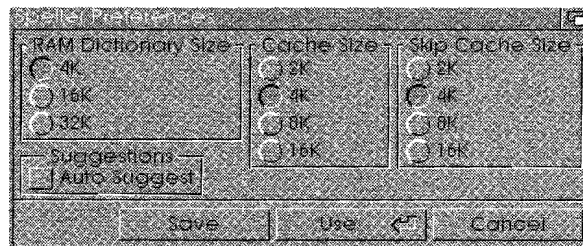
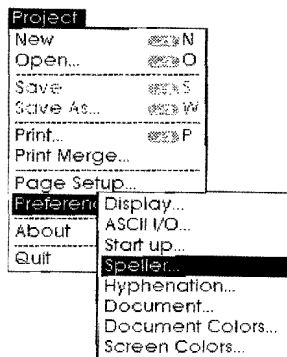
Speller preferences

Through the "Speller" preferences you can determine whether spelling alternatives are given automatically and to adjust the size of memory Final Copy's speller uses for certain operations. One such operation is the RAM dictionary size, which represents the amount of internal memory devoted to the speller. The remaining two aspects are caches. A cache is an internal-memory list used to store recently used words, eliminating the need for further access to the speller when those words occur again in your document. The size of a cache generally impacts the speed with which the speller checks a document. A higher setting means a speedier spell check, but less internal memory available for other uses. The first cache stores words that you have used to replace misspelled words in your document. The second cache, called the skip cache, stores words that you have instructed the speller to skip.

To set speller preferences:

1. Select "Speller" from the "Preferences" sub-menu in the "Project" menu.

The "Speller Preferences" window will appear.



2. To set the size of the RAM Dictionary, Cache, and Skip Cache, click on the buttons preceding the size preferences you wish to implement.
3. To set the Auto Suggest feature, click on the box preceding it to turn it ON or OFF.

Remember that a checked box indicates that the feature is turned ON.

4. Click on "Save" to implement your choices as default settings, or on "Use" to implement them for the current document only.

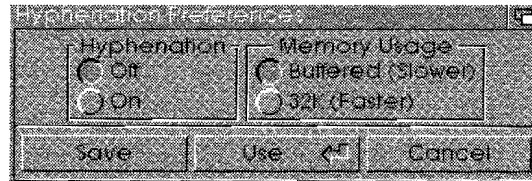
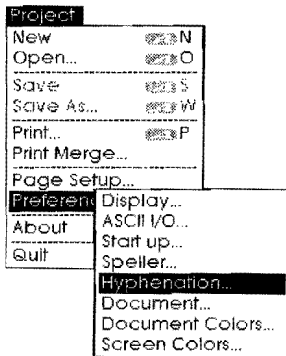
Hyphenation preferences

Like the speller, Final Copy's automatic hyphenation function requires internal memory in order to operate. The more memory you devote to the hyphenation function, the faster it will run. Through the "Hyphenation" preferences, you may determine whether the hyphenation function is turned on or off, and set the amount of memory it will use.

To set hyphenation preferences:

1. Select "Hyphenation" from the "Preferences" sub-menu in the "Project" menu.

The "Hyphenation Preferences" window will appear.



2. Click on the button preceding the hyphenation preferences you wish to implement.
3. Click on "Save" to implement your choices as default settings, or on "Use" to implement them for the current document only.

Document preferences

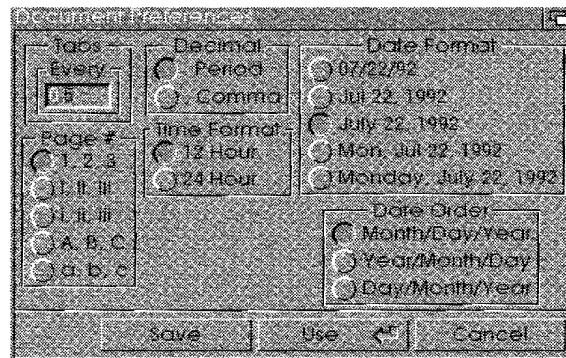
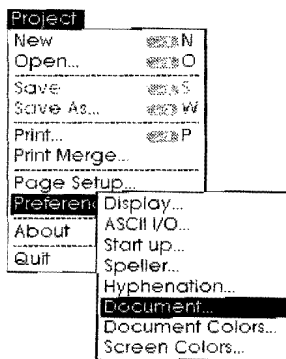
Document preferences may be specified for a number of elements occurring within a document, including tab stops, page number format, decimal format, and date/time formats. You may save these preferences as default settings (by clicking on the “Save” button), or simply use them for your current document (by clicking on the “Use” button).

Any or all of the document preferences may be changed once the “Document” requester has been opened.

To open the “Document Preference” requester:

1. Choose “Document” from the “Preferences” sub-menu in the “Project” menu.

The “Document Preferences” requester will appear.

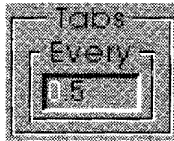


Tab stops

In Final Copy you can set tab stops in two ways. One is to use the ruler (explained in Chapter 7). The other way is to set tab stops in specified increments using the “Document” requester. Final Copy comes to you with default tab stops set at .5 increments. These default tab stops do not show on the ruler. However, if you press the tab key while entering text, the insertion point will move to the next default tab stop. If you set normal tab stops using the ruler, any default tab stops up to and including the position of a normal tab stop are removed. Default tab stops will continue to exist past the final normal tab stop.

Tab stops set with the “Document” requester are always “Left Tab” stops. If you want to use other types of tab stops, you must set them using the ruler. Since tabs may be set on a paragraph-by-paragraph basis using the ruler, you might wish to use the “Document” requester to specify your most frequently used tab configuration as a default setting. Then, if you need a specific paragraph to deviate from this configuration, you can reset its tabs on the ruler.

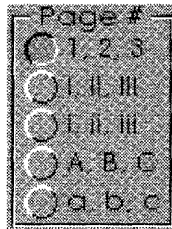
To set the document tab stop increment:



1. Click in the data entry area under the word “Every” in the “Tabs” section of the “Document” requester.
- 2 Type in the interval at which tabs are to appear on your default ruler (e.g. 0.25 means that tabs will appear every quarter inch on your ruler).

Page number format

Final Copy allows you to specify the page number format that will be used when you insert a page number in a header or footer.

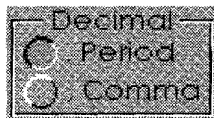


To set the page number format:

1. Click on the button preceding the desired page number format in the “Page #” section of the “Document” requester.

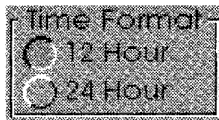
Decimal style

You may specify one of two decimal styles--period or comma--for your documents. If period is chosen, decimals will be displayed as periods; if comma is chosen, they will appear as commas.



To set the decimal style:

1. Click on the button preceding the desired style in the “Decimal” section of the “Document” requester.

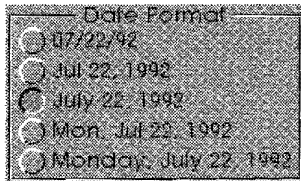


Time format

The "Document" requester offers you two format options for times inserted in your document with the "Insert Time" command.

To set the time format:

1. Click on the button preceding the desired format in the "Time Format" section of the "Document" requester.

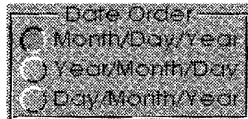


Date format and order

Using the "Document" requester, you can define the format and order for dates that you insert in your documents with the "Insert Date" command.

To set the date format and order:

1. Click on the button preceding the desired format in the "Date Format" section of the "Document" requester.
2. Click on the button preceding the desired order in the "Date Order" section of the "Document" requester.



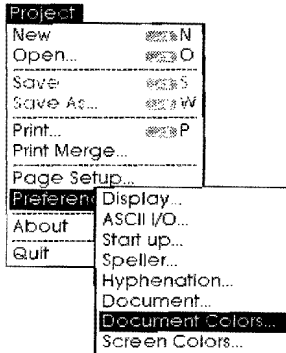
To save document preferences:

1. Click on "Save" to implement your choices as default settings, or on "Use" to implement them for the current document only.

Document Color preferences

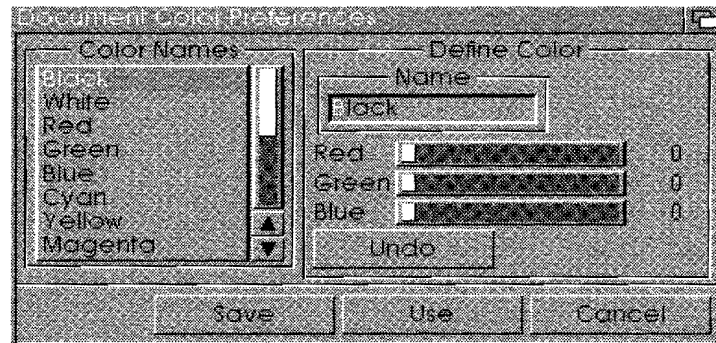
These preferences enable you to define the shading of 16 colors that may be used in your document for text, lines, boxes, and ovals. These 16 colors have nothing to do with either the screen colors used in Final Copy or colors that are imbedded in IFF pictures that are imported. The colors you define here are only for text and any lines, boxes, and ovals you draw inside Final Copy. Furthermore, the colors defined here may or may not be displayed on your screen in the way you define them. As with IFF picture colors, these 16 colors are converted to the colors that are available on your screen. These colors will, however, print as you define them.

To define a document color:



1. Choose "Document Colors" from the "Preferences" sub-menu in the "Project" menu.

The "Document Color Preferences" requester will appear. In the requester you will see a list containing 16 color choices, some of which may be titled "Undefined". You may change the name and/or shading of any of these colors.



2. Click on the line containing the color you wish to define.

When you click on the line, the program will change the color of the mouse pointer to reflect the shade of the color selected, and then transfer the name and definition of the color into the definition portion of the requester.

3. If you want to change the name of the color, modify its name as it appears under "Name" and press the RETURN key.

When you press RETURN the new name will appear in the list.

4. If you want to change the color's shade, move one or more of the color sliders horizontally.

As you move the slider the color in the mouse pointer will change to reflect the color you have chosen.

5. If you make a mistake and wish to undo the change you have made to the color's name or shade, click on the "Undo" button.

6. Repeat this process for as many colors as you want to define.

7. When you are finished defining colors, click on "Use" to implement the color definitions for only the current document, or click on "Save" to implement the color definitions as default settings for all new documents, as well as for the current document.

NOTE: If you click on "Save" other documents you have already created will retain their color definitions - only the current and new documents will utilize the revised definitions.

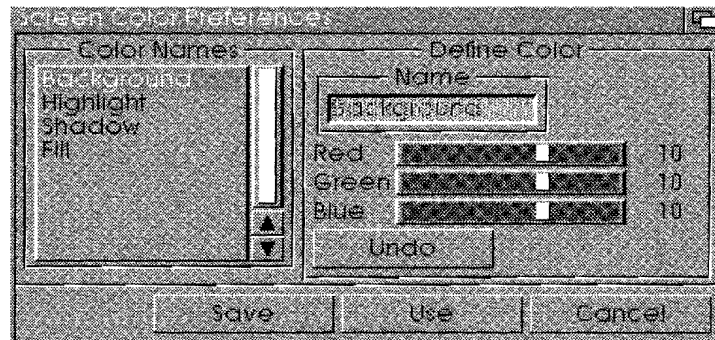
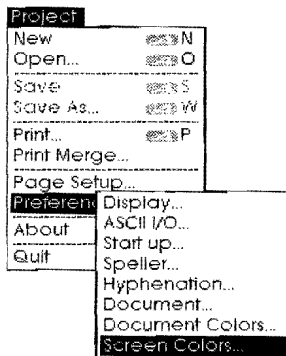
Screen Color preferences

These preferences enable you to define the shading of 4 colors Final Copy uses to display window images such as rulers in. These colors have nothing to do with the colors you use to draw text or graphic objects in. The sole purpose of these preferences is to give you the opportunity to pick your own color scheme for viewing the Final Copy window in.

To define a screen color:

1. Choose "Screen Colors" from the "Preferences" sub-menu in the "Project" menu.

The "Screen Color Preferences" requester will appear. In the requester you will see a list containing 4 color choices



2. Click on the line containing the color you wish to define.

When you click on the line, the program will change the color of the mouse pointer to reflect the shade of the color selected, and then transfer the name and definition of the color into the definition portion of the requester.

3. **If you want to change the color's shade, move one or more of the color sliders horizontally.**

As you move the slider the color in the mouse pointer will change to reflect the color you have chosen.

4. **If you make a mistake and wish to undo the change you have made to the color's name or shade, click on the "Undo" button.**
5. **Repeat this process for as many colors as you want to define.**



Page Setup

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Page Setup

This chapter describes Final Copy's™ "Page Setup" requester. Items contained in the "Page Setup" requester that you specify are:

- **Page Size** - page dimensions.
- **Print Area** - total area of a page on which your printer is capable of printing.
- **Edit Area** - area of a page where text can be placed.
- **Header and Footer margins** - special areas at the top and bottom of a page's "Edit Area" where "Body" text cannot be placed.
- **Title Page option** - special case which prohibits master page items from appearing on the first page of a document.
- **Columns** - number of text columns you want to use.
- **Left/Right Pages option** - an option that is used when your document will be bound with the printed area of pages facing each other as in a book.
- **First Page Number** - The number Final Copy can use as a starting number when it numbers your pages using the program's automatic page-numbering feature.

These settings may be defined for either the current document and/or as default values for new documents.

Page setup

Final Copy's page setup settings govern the general arrangement of your text as defined by page size, print area, edit area, headers/footers, title page, columns, left and right page configuration, and first page number.

A new Final Copy document uses default page settings. You may alter these default settings at any time, as well as customize each document individually. When a document is saved, all of its page setup instructions are saved with it. When a document is opened, its page setup instructions override the default page settings.

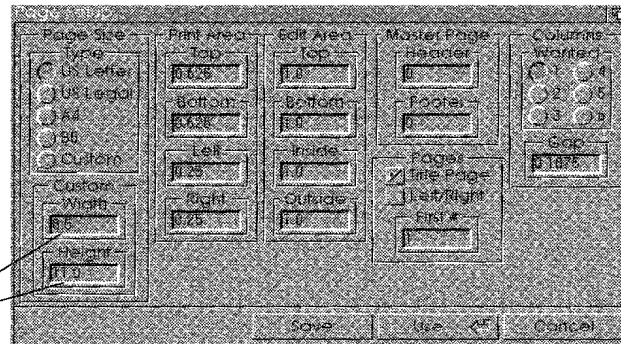
To open the "Page Setup" requester:

1. Choose "Page Setup" from the "Project" menu.

The "Page Setup" requester will appear with the document's current settings displayed in it.



*Specify these if your
Page Type is Custom*



Using the "Page Setup" requester

The "Page Setup" requester is used to define the following:

Page Size Type

Page Size Type is used to define the physical dimensions of the page you are using. There are four predefined page types to choose from, as well as a custom page type where you specify the width and height. The dimensions of the predefined types are:

Type	Width	Height
USLetter	8.5 in.	11 in.
USLegal	8.5 in.	14 in.
A4	8.268 in.	11.693 in.
B5	6.929 in.	9.842 in.

If your document page is different from one of the predefined types, you will want to choose “Custom” page type and specify the width and height of the page.

To select a page type:

1. **Click on the button preceding the desired page type.**

If “Custom” is selected, you will also need to enter the page dimensions in the data entry areas under the words “Width” and “Height”.

2. **If you do not have any more changes to make in this requester, click on “Save” to reset the default settings; or click on “Use” to affect the current document only.**

Print Area

Each type of printer has limitations on the area of a page in which it can print. For example, a continuous feed printer with a narrow carriage can only print 8 inches wide even though the paper you feed into it is 8 1/2 inches wide. In this case the non-printable area is 1/4 in. on the left, and 1/4 in. on the right; and the “Left” and “Right” Print Area margins would each be set to .25 inches. On a laser printer or printer with a sheet feeder, there will also be an area on the top and bottom of a page where the printer can not print.

Below are examples of printer print areas:

Printer	Top	Bottom	Left	Right
HP LaserJet	.625 in.	.625 in.	.25 in.	.25 in.
HP DeskJet	.1875 in.	.375 in.	.25 in.	.25 in.
Sheet fed	1 in.	1 in.	.25 in.	.25 in.
Continuous	0	0	.25 in.	.25 in.

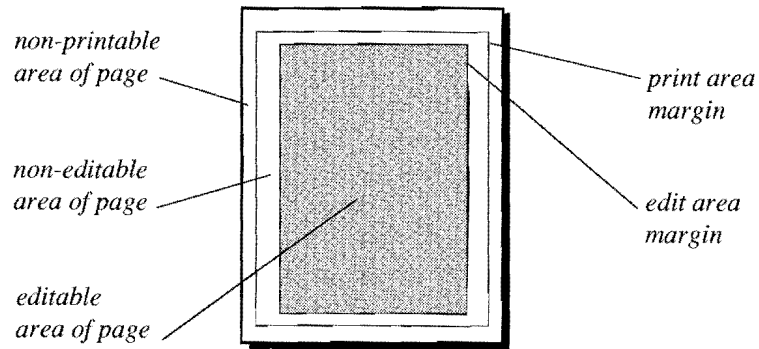
Usually you can consult your printer’s user manual for information on your printer’s print area. When you print using a sheet fed printer, and you get an extra blank page, it is usually because the print area or page type are not defined correctly.

To set the print area:

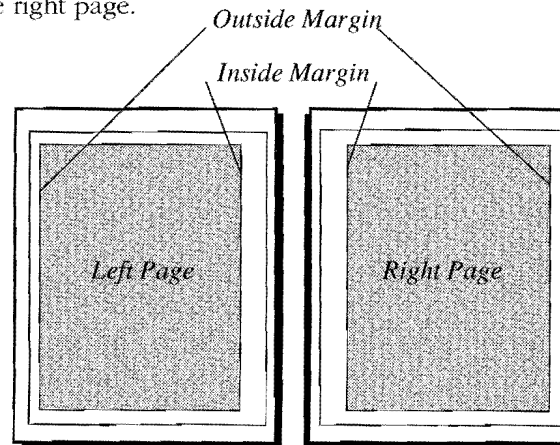
1. **Enter your printer’s print area limitations in the data entry areas under the words “Top”, “Bottom”, “Left”, and “Right” in the “Print Area” section of the requester.**
2. **If you do not have any more changes to make in this requester, click on “Save” to reset the default settings; or click on “Use” to affect the current document only.**

Edit Area

Four edit area settings define the area in which text may appear on a page. Final Copy™ uses them as limits for the left margin, right margin, first line indent, tab stop, and hyphenation hot-zone margin. When you specify any of these settings, Final Copy™ will not let you specify a value that is outside the edit area. The recommended way of using the edit area is as follows: If you want a one inch margin to appear around your page, set the edit area's top, bottom, left, and right margins to 1.0 inch. Never set the edit area so that it is closer to the edge of the page than the print area. If your edit area extends outside the defined print area, some of your text may not show on the page when it is printed.



You will need to enter separate settings for the top, bottom, inner, and outer boundaries of the edit area. If you have selected the left/right pages options (described later in this chapter), the outside boundary will be on the left side of the left page and the right side of the right page.



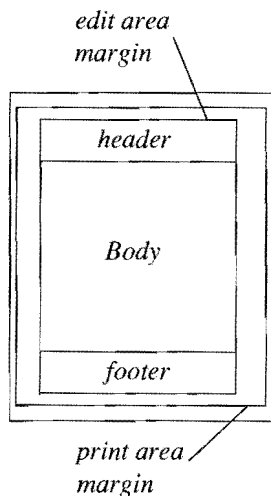
The preceding example shows the relationship between inside and outside margins and left and right pages. Typically, when using left/right pages, you should set the Inside Margin larger than the Outside Margin. By doing this, when the document is printed, the printed area of a page will be offset into the page to allow room for binding. If your document is a letter, memo, or other document that will not be bound, you will normally set the inside and outside margins to the same value, and not use the "left/right page" option.

To define the edit area:

1. Enter your desired edit area settings in the data entry areas under the words "Top", "Bottom", "Inside", and "Outside" in the "Edit Area" section of the requester.
2. If you do not have any more changes to make in this requester, click on "Save" to reset the default settings; or click on "Use" to affect the current document only.

Headers and Footers

"Header" is a term that refers to an area at the top of a page that contains text and/or graphics that repeat on pages throughout the document. "Footer" is a term that refers to a similar area at the bottom of pages. "Body" refers to the area between the "Header" and "Footer".



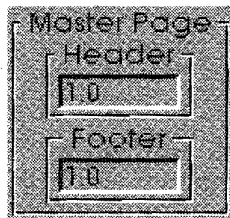
In Final Copy, header and footer margins define the portion of a master page (See Chapter 7) where header and footer information appear. These margins redefine the size of the "Body" area of a page so that text entered into it will not cover up areas where header and footer information show. For example, if you set up a master page with a page number that is to appear on each of your document's pages, you would not want text you enter to go on top of and cover the page number. To keep Final Copy from placing "Body" text in the area where your page number is, you define either a header or footer margin in such a way that normal "Body" text will not flow on top of the page number.

The header and footer settings in the "Page Setup" requester allow you to specify the size of any header or footer area you want in your document. For instance, if you enter "2" in the "Header" data entry area, the "Body" area of your pages will begin 2-units (inches, centimeters, or picas, depending on the unit or measurement

specified in your preferences) from the top of the "Edit Area". So, as you change the boundary of the header and/or footer in a document, the height of the body area also changes.

NOTE: The header and footer areas reside within the edit area. Therefore if you set your Edit Area Top at 1 inch, and your Header margin at 2 inches, the body of your document will be 3 inches down from the top of the page.

To define boundaries for a header and/or footer:

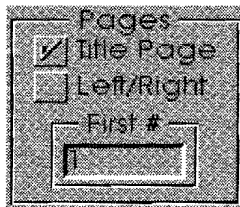


1. Enter the desired height of the header or footer in the "Header" and "Footer" data entry areas in the "Master Page" section of the requester.
2. If you do not have any more changes to make in this requester, click on "Save" to reset the default settings; or click on "Use" to affect the current document only.

Title Page

If you elect to add a title page to your document, it will not be counted for page numbering purposes (i.e., page 1 of your document will be the first page after the title page). Also, no master page information will appear on a title page.

To set title page status:



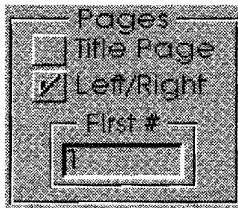
1. Click on the check box next to "Title Page" in the "Pages" section of the requester.
2. Click on "Save" if you wish the presence of a title page to be a default setting. Click on "Use" to add a title page to the current document only.

Left/Right

When your document is to be bound with pages facing each other as in a book, you should indicate that left and right pages are to be supported. For letters, memos, and all other documents where pages are not to be bound facing each other, you will not want to select this option.

If you choose left/right pages for your document, the inside and outside edit area settings will apply differently to the left and right pages (See 4-4). On a left page, the outside boundary of the edit area is on the left side of the page. On a right page, the outside boundary is on the right side. If you use the "Left/Right pages" feature, set the Edit area's inside margin greater than the outside margin to allow for the space required to bind your document. When Final Copy prints the document, the larger inside margin setting will cause right sided pages to be printed with extra space on the left edge where the document will be bound.

To set left/right pages status:

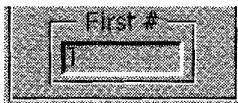


1. Click on the check box next to "Left/Right" in the "Pages" section in the requester.
2. If you do not have any more changes to make in this requester, click on "Save" to reset the default settings; or click on "Use" to affect the current document only.

First

The "Page Setup" requester allows you to specify the first number that Final Copy is to use for numbering pages in your document when you use the auto-page numbering feature (see Chapter 5). This feature is handy when you create multiple Final Copy documents that are to appear in page number sequence. For example, if you create one document containing pages 1-10 and a second document containing pages 11-15; you would start numbering at "1" in the first document, and at "11" in the other document.

To set the first page number:

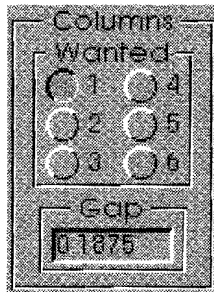


1. Click in the data entry area under the words "First #" in the "Pages" section of the requester.
2. Enter the desired number.
3. If you do not have any more changes to make in this requester, click on "Save" to reset the default settings; or click on "Use" to affect the current document only.

Columns

In Final Copy™ you can define your page to include up to 6 side-by-side, newspaper style columns. You may also define the space that is to appear between each column.

Text entered in a document with multiple columns will automatically flow from the bottom of one column to the top of the next as you type. If you are revising a document that has already been saved and wish to change the number and/or width of columns, your text will automatically reformat when you alter the column settings.



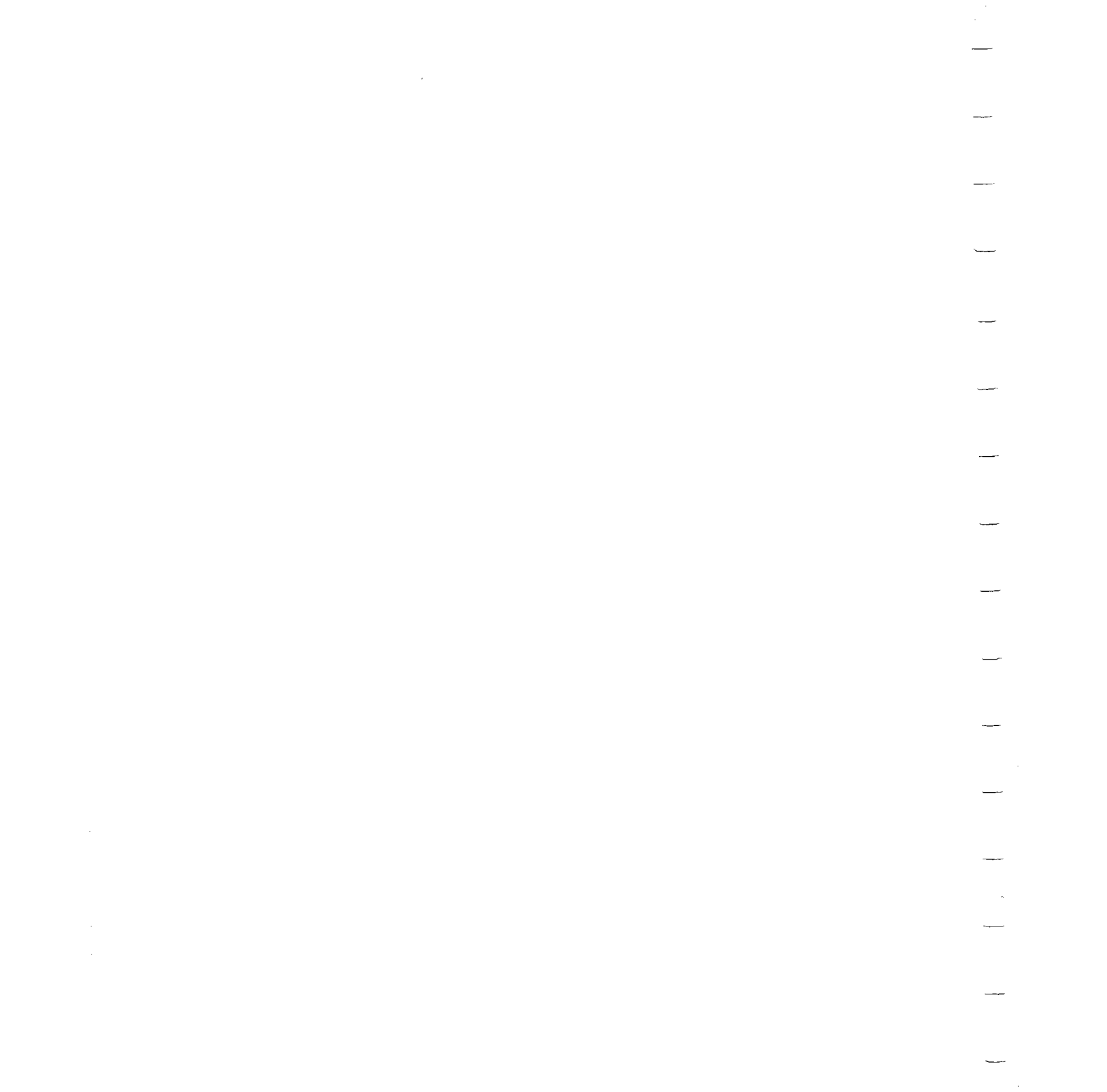
To set columns:

1. Click on the appropriate button in the “Columns Wanted” section in the requester.
2. Enter the desired between-columns distance in the data entry area under the word “Gap”.
3. If you do not have any more changes to make in this requester, click on “Save” to reset the default settings; or click on “Use” to affect the current document only.

Notes...

4

Page Setup



*Creating and Saving
a Document*

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Creating and Saving a Document

5

Creating and Saving
a Document

This chapter gives you an overview of the basic information and commands you will need to begin your document project. Because the initial creation of a document usually involves a lot of typing and very little editing or formatting, these more advanced commands will be discussed in the chapters entitled “Revising a Document” and “Formatting a Document”.

Discussed in this section are commands that will enable you to:

- **Create a new document window**
- **Insert text**
- **Correct mistakes as you type**
- **Select text**
- **Delete text**
- **Save a document**

Creating a new document

In order to begin a new document project, you will want to have an untitled Final Copy window.

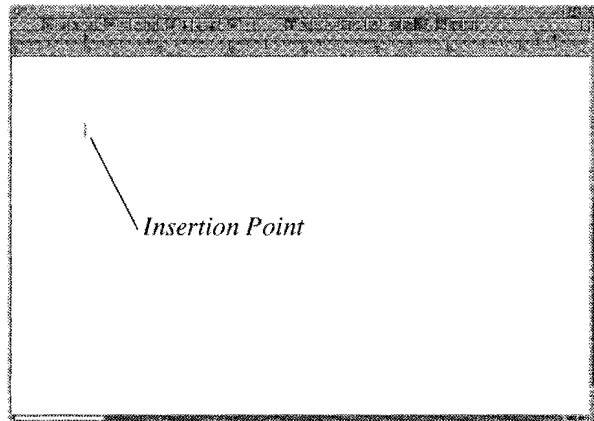
To create a new document window:

1. **Start the Final Copy™ program or select “New” from the “Project” menu.**

A blank document window with “Untitled” in the title bar will appear. The insertion point is automatically set in the upper left corner of the new window.

2. **Begin typing your document.**

As you type, if the last word of a line does not fit in its entirety on a line, the word will either be wrapped around to the next line or hyphenated. Because of this feature, there is no need to press the RETURN key at the end of each line as you type, unless you want to force a line to end, or start a new paragraph.



Inserting text

“Inserting” is the term used to describe the process of adding characters to existing text in a document. For example, as you are typing a document, you may wish to add a sentence in the middle of a paragraph you have already written. Or, you may need to insert spaces or blank lines in your document.

In our discussion here, text will refer to any typed character contained in a Final Copy document. Numbers, letters, punctuation marks, blank lines, and spaces will all be considered text.

Setting the insertion point

Text can only be inserted at the insertion point. The insertion point may be moved within text by pressing the keyboard arrows or by using the mouse. In a new document window, the insertion point is preset in the upper left corner of the window.

To set the insertion point using the mouse:

1. **Move the mouse to the area in the document where you wish to enter text.**
2. **Click the mouse button.**

If you click the mouse at any point beyond the last character in a document, Final Copy will automatically place the insertion point just after the last character in the document (if any).

Inserting characters

When you enter characters on the keyboard, Final Copy inserts them into your document at the location of the insertion point.

To insert characters:

1. **Set the insertion point where you wish to add new text.**
2. **Type the characters you wish to insert.**

Inserting blank lines

Blank lines may be inserted by using the RETURN key.

To insert blank lines:

1. **Set the insertion point where you wish to add blank lines.**
2. **Press the RETURN key once for each line you wish to add.**

If you are at the end of a line when you first press the RETURN key, Final Copy will go to the next line. It is from that point that blank lines may be entered.

Correcting mistakes as you type

The ability to correct mistakes as you type is one of the most important features of any word processor. Final Copy makes it easy for you to remove typographical errors as you go along.

To correct a typing mistake:

1. **Use the BACKSPACE key to delete the characters you wish to remove.**

Each time you press the BACKSPACE key, the character or space immediately to the left of the insertion point will be deleted.

2. **Type the correct characters once you have removed the mistake.**

Selecting text

Selecting text is often performed during the creation of a document to specify an area of text where you would like to make a change. For example, you might decide to change text to bold, that a certain phrase should be replaced by another, or that an entire paragraph should be deleted. When you have selected text in Final Copy, it is highlighted on the screen. You may select individual characters, words, lines, sentences, paragraphs, or even the entire document.

Selecting a block of text

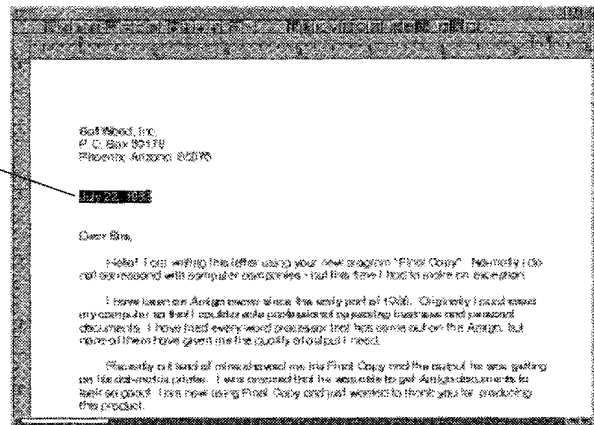
You may select a block of text by dragging the mouse over it.

To select a block of text:

1. **Position the mouse at the beginning of the text to be selected.**
2. **Press the mouse button and drag the mouse until all desired text is selected.**

As you drag the mouse, Final Copy will highlight the selected text. If you drag the mouse above or below the window border, the document will automatically be scrolled for you.

Selected text



To select a single word quickly:

1. Double click the mouse on the word to be selected.

When you double-click on a word, Final Copy selects all characters that could be part of that word, plus the space following the word.

Deleting text

Deleting is the act of removing text from a document. Characters may be deleted one at a time or in selected blocks of text. As text is deleted, your document will reformat automatically to fill in where the deleted text used to be.

Deleting a character

You can use the BACKSPACE key to remove characters in a right to left direction from the insertion point.

To delete a character with the BACKSPACE key:

1. Set the insertion point to the right of the text to be deleted.
2. Press the BACKSPACE key once for each character to be deleted.

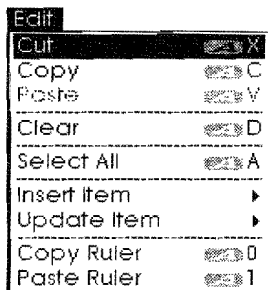
Deleting selected text

When you need to delete several characters at once, it is sometimes more efficient to first select the text to be deleted, and then delete it using one of the following methods.

To delete selected text:

1. **Select the text to be deleted.**
2. **Press the BACKSPACE key one time, or choose "Clear" or "Cut" from the "Edit" menu.**

The selected text will be deleted. If you choose the "Cut" command, the deleted text may later be "Pasted" in another place in the document. If you choose "Clear", the text is permanently removed and cannot be pasted. Use "Clear" only when you know you do not want the text.



Deleting a blank line (RETURN character)

A blank line is one that contains only a RETURN character.

To delete a blank line with the BACKSPACE key:

1. **Place the insertion point at the left margin of the line below the blank line you wish to delete. If there is not a line below the blank line to be deleted, place the insertion point on the blank line itself.**
2. **Press the BACKSPACE key one time.**



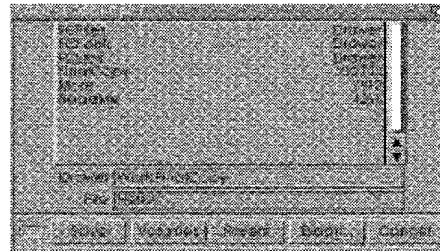
Saving a newly created document

Once you have finished writing your new document, you should save it to either the hard drive or to a floppy disk. Once saved, the document can be reopened for editing or formatting. Even if you are going to edit your document immediately after completing the first draft version, you should still save the document to safeguard it in case of power outage or other unforeseeable events.

To save a document for the first time:

1. **Select "Save" from the "Project" menu.**

A file requester will appear in which you can give your document a name and choose where you wish to save it.

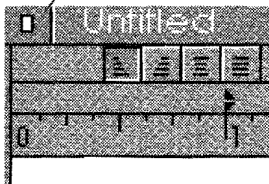


2. Click in the data entry area following the word "File", delete the word "Untitled", then type in the desired document name.
3. You may assign your file to a drawer by either using the "Parent" and "Volumes" buttons, or by clicking in the data entry area following the word "Drawer" and typing in the appropriate drawer name, then pressing the RETURN key.
4. Click on "OK".

Closing a document

After you have created and saved your document, you may close it using the window close gadget.

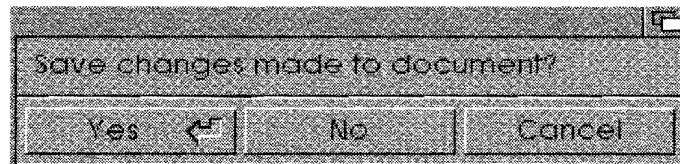
Window close
gadget



To close a document:

1. Click the mouse in the window close gadget.

Your document will close. If you have made any changes to the document, and have forgotten to save them, a requester will appear to remind you to do so.



1

Revising a Document

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Revising a Document

In the previous chapter, you learned to insert text, correct typographical errors, select text, delete text, and insert a date or time. In this chapter you will learn the following additional editing functions to help you revise existing documents:

- **Opening an existing document**
- **Moving through text**
- **Replacing text**
- **Copying text**
- **Moving text**
- **Finding and replacing text**
- **Inserting date and time**
- **Updating date and time**
- **Sorting paragraphs**
- **Adding a column of numbers**

Opening a document

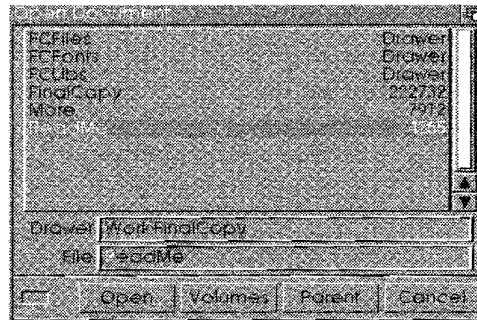
A document must be open and visible on the screen before it can be edited.

To open an existing document:



1. Choose "Open" from the "Project" menu.

A file requester will appear on your screen.



2. If necessary, use the scroll arrows to find the document you wish to open. If you need to go to a different Parent or Volume to locate your file, click on the appropriate button to do so.
3. When you have located your document, click on its name to select it.

Notice that the name of the document appears in the data entry area following the word "File". If you prefer to type the name of your file directly in this area instead of scrolling the list and clicking on the name, you may do so. Simply click the mouse in the data entry area and type the file name exactly as it appears on the list.

4. Click on the "Open" button to open the document.

Your document will now appear in the Final Copy window.

Moving through text

In order to see parts of the document which are not currently visible on the screen, it is necessary to move the document through the window.

Scrolling text

The scroll bars allow you to move your document up, down or sideways within the document window.

To scroll text in small increments:

1. **Click the mouse on the scroll arrow that points in the direction you wish to move in the document.**

For example, to move toward the bottom of the document, click on the down arrow. If you click and hold on the down arrow, you will eventually scroll the document to its end. There will be a slight delay when you first press on an arrow

To scroll text in larger increments using the scroll box:

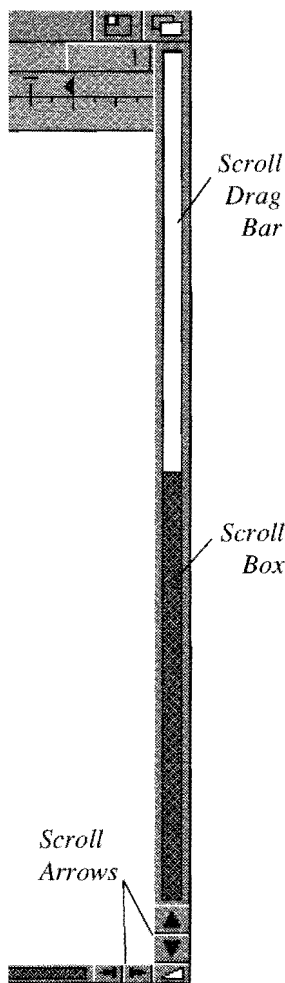
1. **Click the mouse in the region of the scroll box that corresponds with your desired direction of scrolling.**

In the illustration shown on this page, the Scroll Box only exists beneath the Scroll Drag Bar. This situation occurs when the top of a document appears at the top of the window. When the document is scrolled toward the bottom, there will be two Scroll Box areas: one above, and another below the Scroll Drag Bar. Clicking in the Scroll Box area above a Scroll Drag Bar moves the viewing area toward the top of the document, clicking in the Scroll Box area below the drag bar moves the viewing area toward the bottom of the document.

To scroll text in larger increments using the scroll drag bar:

1. **Drag the horizontal or vertical scroll drag bar until you reach your desired destination.**

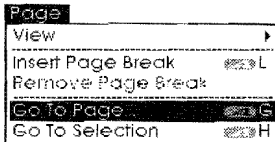
The horizontal scroll bar moves left and right through text. The vertical scroll bar moves up and down through text.



Using the "Go To" commands

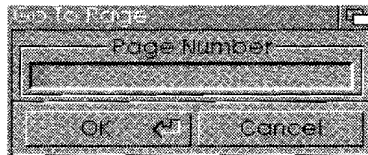
Final Copy's "Go To" commands, found in the "Page" menu, allow you to move directly to any page or to previously selected text within your document. This method of moving through text is especially helpful when your document is very large and scrolling would take too much time.

To go to a specific page in a document:



1. Choose "Go To Page" from the "Page" menu.

The "Go To Page" requester will appear on your screen.



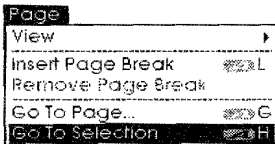
2. Type the desired page number.

Notice that the number you type appears in the "Page Number" data entry area. If you make a mistake, use the delete key to remove the incorrect information, and then retype the correct page number.

3. Click on "OK".

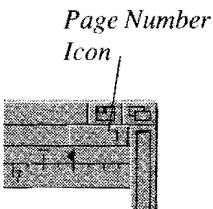
The page you desired will appear on the screen.

To go to selected text in a document:



1. Choose "Go To Selection" from the "Page" menu.

Your document will return to any currently selected text.

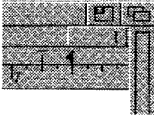


Using the "Page Number" icon

The "Page Number" icon in the command strip at the top of a document's window can be used to access pages as follows:

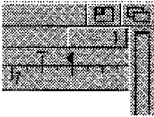
To go to the next page:

1. Click the mouse on the icon.



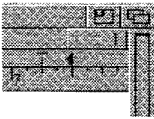
To go to the previous page:

1. Hold the **SHIFT** key down, and while it is down, click the mouse on the "Page Number" icon.



To go to the last page of a document:

1. Hold the **ALT** key down, and while it is down, click the mouse on the "Page Number" icon.



To go to the first page of a document:

1. Hold the **ALT** and **SHIFT** keys down, and while they are down, click the mouse on the "Page Number" icon.

Replacing text

Replacing text is a common editing technique in which new text is entered in place of existing text. One way in which text may be replaced is to backspace over the unwanted text, and type in the new text. The following are two more efficient ways.

Replacing selected text with new text

You can replace selected text by entering one or more characters from the keyboard. The first character entered replaces the entire range of selected type.

To replace selected text with a character from the keyboard:

1. **Select the text to be replaced.**

You can replace selected text by entering one or more characters from the keyboard.

2. **Enter the desired character or characters from the keyboard and continue typing.**

You could

In this example, the letter "c" in "could" replaced the entire selected range of text.

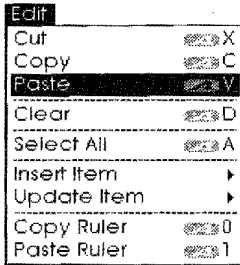
Replacing text using the “Paste” command

Selected text can also be replaced with the contents on the Clipboard.

To replace text with the contents of the Clipboard:

1. **Select the text to be replaced.**
2. **Choose “Paste” from the “Edit” menu.**

The selected text will be replaced with whatever is on the Clipboard.



Copying text

Final Copy’s “Copy” and “Paste” commands enable you to make a copy of text in one location in your document and “paste” the copied text in another location. You can also paste copied text in another Final Copy document.

To copy text within the same document:

1. **Select the text to be copied.**

Please note that only one block of text can be placed on the Clipboard.

2. **Choose “Copy” from the “Edit” menu.**

The selected text will be copied onto the clipboard.

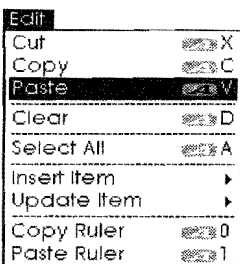
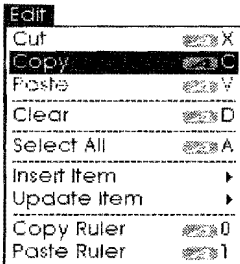
3. **Set the insertion point at the location in the document where you wish to paste the copied text.**

Please note that only one block of text can be placed on the Clipboard.

4. **Choose “Paste” from the “Edit” menu.**

The text on the clipboard will be pasted into the document at the insertion point.

Please note that only one block of text can be placed on the Clipboard. Please note that only one block of text can be placed on the Clipboard.



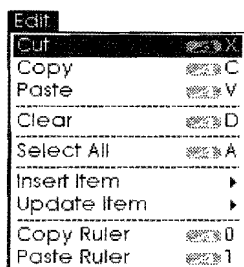
Moving text

Blocks of text may be moved within a document using the “Cut” and “Paste” commands found in the “Edit” menu. Text may also be moved between separate documents.

To move text:

1. Select the text to be moved.

This is a serif font at 14 points. This is a sans serif font at 18 points.



2. Choose “Cut” from the “Edit” menu.

The selected text will be temporarily moved to the clipboard.

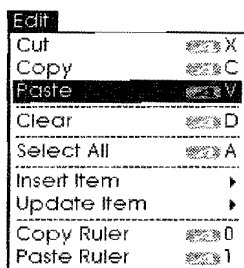
3. Set the insertion point at the location in the document where you wish to paste the cut text.

This is a sans serif font at 18 points. |

4. Choose “Paste” from the “Edit” menu.

The text on the clipboard will be pasted into the document at the insertion point.

This is a sans serif font at 18 points. This is a serif font at 14 points.



Finding and replacing text

When revising a document, you may wish to locate and/or replace certain words, phrases, or numbers. Final Copy's "Find" and "Replace" commands enable you to do so without having to read the entire document on the screen.

Finding text

The "Find" feature can be used independently of the "Replace" feature when you simply want to locate text in a document.

To find specific text in a document:

1. **Set the insertion point in the document location where you wish the search to begin.**

For example, if you wish to search an entire document, you would set the insertion point to the left of the document's first word.

2. **Choose "Find" from the "Extra" menu.**

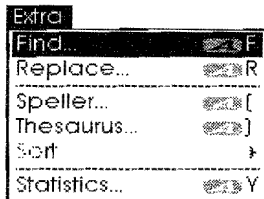
The "Find" requester will appear on your screen.

3. **Enter the desired character, word, number or phrase in the data entry area under the words "Search For".**

4. **Set the search parameters by clicking in the appropriate option boxes to add or remove check marks.**

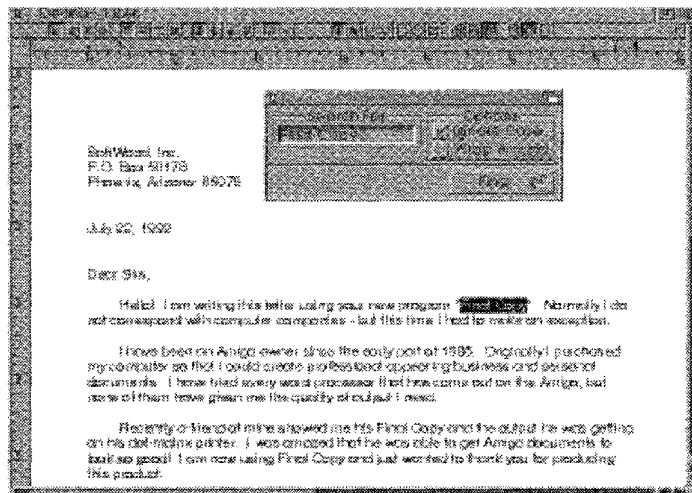
Placing a check mark in the box preceding "Ignore Case" will cause Final Copy to find the specified text regardless of case or capitalization. The absence of a check mark means that Final Copy will search for the word exactly as you entered it in the data entry area. Any variation in case will cause the word to be passed by in the search.

A check mark in the box preceding "Wrap Around" will instruct Final Copy to search the entire document regardless of the position of the insertion point. Similarly, the absence of a check mark before "Wrap Around" means that the search will end at the bottom of the document.



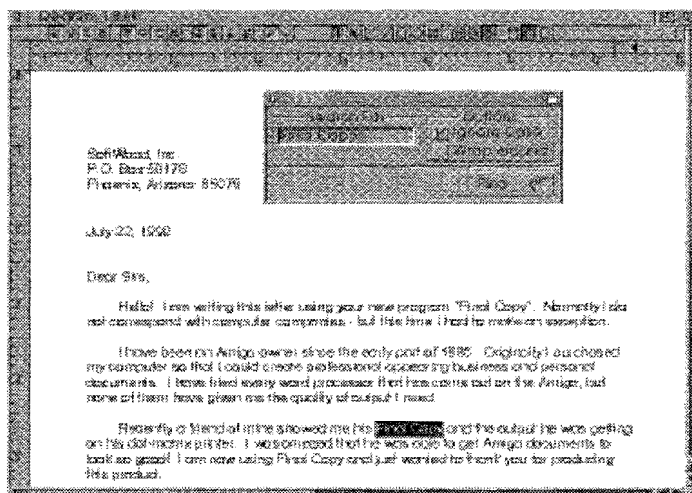
5. Click on the “Find” button to begin the search.

Final Copy will begin to search for the specified text. When the text is located, it is selected. If you wish to edit the text, simply click on the document and edit the text as you wish.



To find the next occurrence of specified text:

1. Click the mouse on the “Find” button again.



Finding and replacing text

If you want to locate text and replace it with alternate text, you may do so with Final Copy's "Replace" command. For example, you may wish to search for all occurrences of "1986" and replace them with "1987". You may direct Final Copy to replace all instances of certain text, or you may personally review each occurrence to determine whether or not it should be replaced.

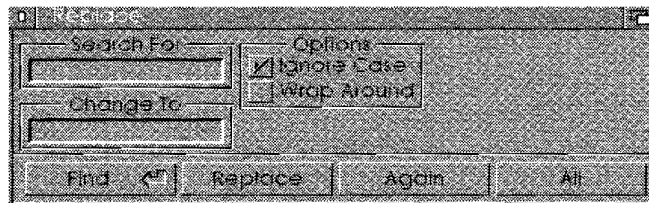
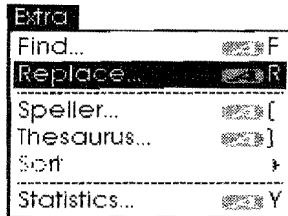
To search for *all* occurrences of specific text and automatically replace them with alternate text:

1. **Set the insertion point in the document location where you wish the word search to begin.**

If you wish to search an entire document, set the insertion point to the left of the document's first word.

2. **Choose "Replace" from the "Extra" menu.**

The "Replace" requester will appear on your screen.



3. **Enter the character, word, number or phrase you wish to find in the data entry area under the words "Search For".**
4. **Enter the replacement text in the data entry area under the words "Change To".**
5. **Set the search parameters by clicking in the appropriate option boxes to add or remove check marks.**

Placing a check mark in the box preceding "Ignore Case" will cause Final Copy to find the specified text regardless of case or capitalization. The absence of a check mark means that Final Copy will search for the word exactly as you entered it in the data entry area. Any variation in case will cause the word to be passed by in the search.

A check mark in the box preceding "Wrap Around" will instruct Final Copy to search the entire document regardless of the position of the insertion point. Similarly, the absence of a

check mark before “Wrap Around” means that the search will end at the bottom of the document.

6. Click on the “All” button to begin the search and automatic replacement process.

Final Copy will begin to search for the specified text. When the text is located, it will automatically be replaced with the alternate text.

To search for an individual occurrence of specific text and replace it with alternate text:

1. Set the insertion point in the document location where you wish the word search to begin.

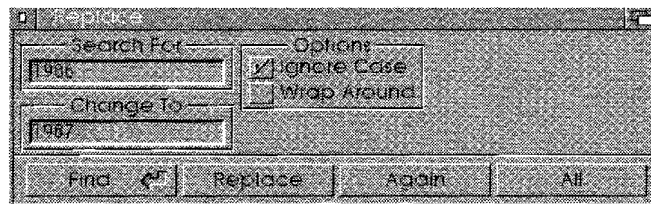
For example, if you wish to search an entire document, you would set the insertion point to the left of the document’s first word.

2. Choose “Replace” from the “Extra” menu.

The “Replace” requester will appear on your screen.

3. Enter the character, word, number or phrase you wish to find in the data entry area under the words “Search For”.

4. Enter the replacement text in the data entry area under the words “Change To”.



5. Set the search parameters by clicking in the appropriate option boxes to add or remove check marks.

Placing a check mark in the box preceding “Ignore Case” will cause Final Copy to find the specified text regardless of case or capitalization. The absence of a check mark means that Final Copy will search for the word exactly as you entered it in the data entry area. Any variation in case will cause the word to be passed by in the search.

A check mark in the box preceding "Wrap Around" will instruct Final Copy to search the entire document regardless of the position of the insertion point. Similarly, the absence of a check mark before "Wrap Around" means that the search will end at the bottom of the document.

6. Click on the "Find" button to begin the search process.

Final Copy will begin to search for the specified text. When the text is located, it will be selected. You must then decide if you would like to replace the text.

7. To replace the selected text, click on "Replace". To continue the search without replacing the currently selected text, click on "Find".

You may instruct Final Copy to repeat your most recent replacement decision for the next occurrence by clicking on "Again".

8. When you have completed the "Find" and "Replace" session, click on the close box in the upper left corner of the "Replace" requester.

The requester will be closed.

Inserting the date or time

You may occasionally want to have the current date or time inserted in your document. Final Copy utilizes your computer's internal system clock to do so quickly and easily when you use the "Insert Date" or "Insert Time" command.

To insert the date or time in your document:



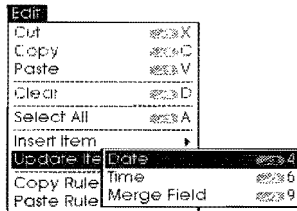
- 1. Set the insertion point where you would like the date or time to appear.**
- 2. Choose "Date" or "Time" from the "Insert Item" sub-menu of the "Edit" menu.**

The current date or time will appear in your document formatted according to the settings in the Document Preferences. Final Copy inserts the date or time to the right of your insertion point.

Updating date and time

If you have inserted a date and/or time in your document using the "Insert Item" command in the "Edit" menu, you may want to update those items later to be current. Dates and times are updated with the current date and/or time from the Amiga's system clock.

To update dates or times in your document:



1. Drag the mouse through the paragraph(s) containing the dates or times you want to update.

NOTE. To select all dates or times in the document, choose "Select All" from the edit menu - this will select all paragraphs in the document.

NOTE. If the dates or times are in a master page, you will have to first access the master page before selecting the paragraphs.

2. Choose "Date" or "Time" from the "Update Item" sub-menu of the "Edit" menu.

Sorting paragraphs

This feature lets you alphabetize paragraphs according to their textual content. You may choose to sort either from low to high, or from high to low. The "Sort" command is only active when two or more paragraphs are selected for sorting.

To sort two or more paragraphs:

1. Select the paragraphs to be sorted.

Woody
Terry
Mary
Pat
Ben

2. Choose "Low to High" or "High to Low" from the "Sort" sub-menu of the "Extra" menu.



The paragraphs will be sorted from first to last character.

Ben
Mary
Pat
Terry
Woody

Adding a column of numbers

Final Copy can be instructed to add a column of numbers and insert the total at a designated place in a document.

To add a column of numbers:

1. Select the text tool if it is not already selected.
2. Position the mouse to the top and left of the first number to be added.

*Position
mouse here*

45.23

100.41

*Drag
mouse here*

The total is:

3. Press the ALT key while simultaneously pressing and holding the mouse.
4. Draw a “marquee” around the column of numbers by dragging the mouse diagonally from the upper left corner of the column of numbers to the lower right corner of the column of numbers.

A “marquee” is a special dotted line that “captures” all the information within its borders. When you release the mouse button, Final Copy adds the numbers in the marquee and places the total on the Clipboard.

45.23

100.41

The total is:

5. Set the insertion point at the location where you would like the total to be displayed.

45.23

100.41

*Insertion
point*

The total is: |

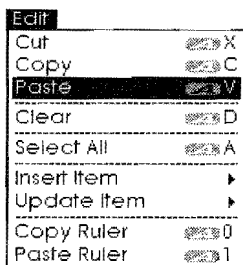
6. Choose “Paste” from the “Edit” menu.

45.23

100.41

The total is: 145.64

The total of the column of numbers will be pasted at the insertion point taking on the attributes of the text settings in effect at the insertion point. Once the total is pasted, you can edit it as desired.



Notes...

6

Revising a
Document

[illegible]

Formatting a Document

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Formatting a Document

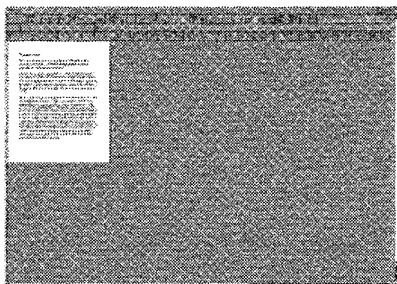
This chapter describes using Final Copy™ to modify the way your text appears. Included in this section are instructions to:

- **Adjust the page view percentage** - You may view your page at several different magnifications and reductions to assist you in your document formatting process.
- **Specify paragraph parameters** - Paragraph parameters may be specified for indents, spacing, and alignment. These parameters may be set as defaults or for a single document.
- **Use the ruler** - Final Copy's ruler is a powerful tool in formatting your document. You can even copy and paste the ruler settings to save time defining the style of your paragraphs.
- **Use fonts effectively** - Final Copy enables you to select from a number of different fonts and specify their size, leading, style, position, width, case, color, and oblique (or slant) percentage.
- **Use, define, and edit styles** - Final Copy's styles feature lets you quickly and efficiently apply predefined paragraph, tabs, and type settings to your text.
- **Using master pages** - Text and graphics entered on master pages will automatically be placed on each page of your document with the exception of a title page. You can use master pages in many ways including specifying header and footer information.
- **Determine page breaks** - Final Copy automatically creates new pages as you enter text. If you want, you can override these page breaks by inserting your own forced page breaks.

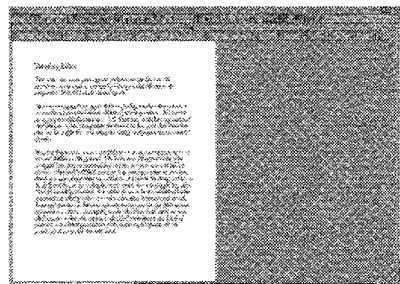
Page view

From time to time when you are formatting your document, you may wish to alter the size of your page on the screen. A smaller page view lets you see a greater portion of the page on the screen, while a larger page view enables you to see part of your page with a greatly enlarged perspective. In Final Copy you can view your page at its normal 100% size, as well as at 25%, 50%, 75%, 125%, 150%, 200%, and 400% sizes.

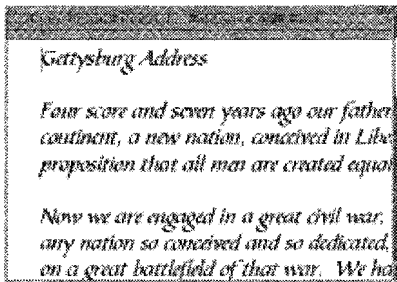
Final Copy also lets you perform full editing at any magnification.



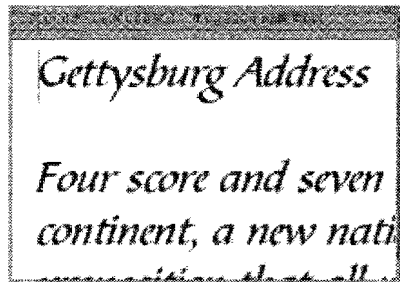
25 %



50 %



200 %



400 %

Page	
View	Normal
Insert Page Break	25%
Remove Page Break	50%
Go To Page...	75%
Go To Selection	125%
	150%
	200%
	400%

To change your view magnification:

1. Choose the desired page view percentage from the "View" sub-menu of the "Page" menu.

Your page will appear at the desired size on your screen.

Paragraph setup

Final Copy is a paragraph-based word processor. That means that you can give each paragraph its own unique set of characteristics. This assignment of characteristics may be accomplished in two different ways. One way is by using the Final Copy ruler. The other way is by using the “Paragraph” requester.

Using the ruler

The Final Copy ruler contains all the tools you will need to set up your paragraphs. The various elements on the ruler may be changed for a single paragraph by clicking in that paragraph, then making the desired changes. Settings for multiple paragraphs may be altered by first selecting the desired paragraphs and then making changes to the ruler.

Using the “Paragraph” requester

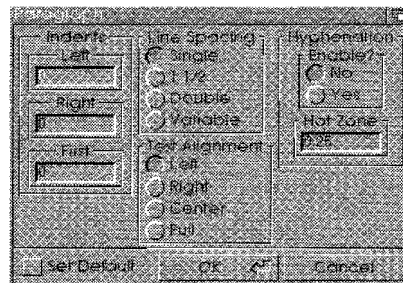
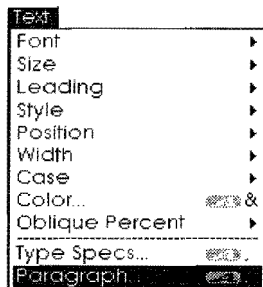
For certain paragraph settings, it may be desirable in some situations to use the “Paragraph” requester. The settings for left margin, right margin, first line indent, and hyphenation hot-zone can be set with a numeric value using the requester. Using the ruler, you move a marker horizontally along the ruler until you reach the desired location. If you need to specify a precise value for these settings, you may wish to use the “Paragraph” requester.

You will also need to use the “Paragraph” requester if you want your settings to be used as default values for new documents.

To open the “Paragraph” requester:

1. Choose “Paragraph” from the “Text” menu.

The “Paragraph” requester will appear.

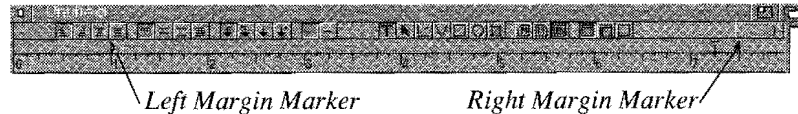


Making paragraph settings

The following instructions describe Paragraph settings. All settings can be made via the ruler. Everything but tab stops can also be accomplished using the “Paragraph” requester.

Left and right margins

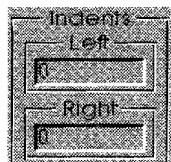
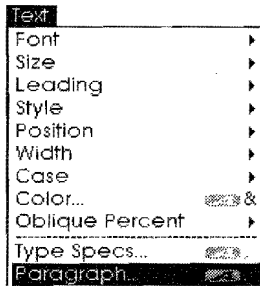
The left and right margins define your text’s distance from the sides of the page.



To change the left or right margin using the ruler:

1. To change the margin(s) of a single paragraph, click the mouse in the paragraph to be changed. To change the margin(s) of multiple paragraphs at once, select the desired paragraphs by dragging the mouse through them.
2. Position the mouse on the appropriate margin marker.
3. Press and hold the mouse button and drag the appropriate margin marker horizontally along the ruler.
4. Release the mouse button when the margin marker is where you want it to be on the ruler.

Final Copy will automatically reformat the paragraph or paragraphs to reflect the new margin.



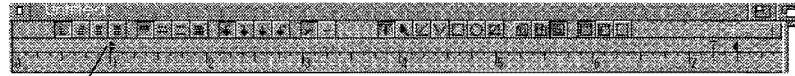
To change the left or right margin using the requester:

1. To change the margin(s) of a single paragraph, click the mouse in the paragraph to be changed. To change the margin(s) of multiple paragraphs at once, select the desired paragraphs by dragging the mouse through them.
2. Choose “Paragraph” from the “Text” menu.
3. Enter the appropriate values in the “Left and Right Indents” area in the “Paragraph” requester.
4. Click on the “OK” button.

Final Copy will automatically reformat the paragraph or paragraphs to reflect the new margin.

First line indent margin

The first line indent margin tells Final Copy how far to indent the first line of a paragraph.



First Line Indent

To change the first line indent margin using the ruler:

1. To change the first line indent margin of a single paragraph, click the mouse in the paragraph to be changed. To change the first line indent margin of multiple paragraphs at once, select the desired paragraphs by dragging the mouse through them.
2. Position the mouse on the first line indent margin marker.
3. Press and hold the mouse button and drag the marker horizontally along the ruler.
4. Release the mouse button when the first line indent margin marker is where you want it to be on the ruler.

Final Copy will automatically reformat the paragraph or paragraphs to reflect the new first line indent margin.

To change the first line indent margin using the requester:

1. To change the first line indent margin of a single paragraph, click the mouse in the paragraph to be changed. To change the first line indent margin of multiple paragraphs at once, select the desired paragraphs by dragging the mouse through them.
2. Choose "Paragraph" from the "Text" menu.
3. Enter the desired value in the "First" Indents area in the Paragraph requester.
4. Click on the "OK" button.

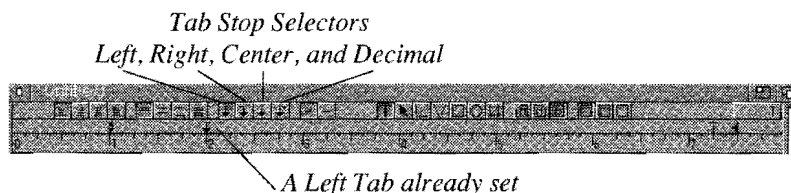
Final Copy will automatically reformat the paragraph or paragraphs to reflect the new first line indent margin.



Tab stops

Tab stops let you align text to form lists, outlines, tables, and other elements precisely. When you press the TAB key while typing, the insertion point will automatically advance to the location of the next tab stop. The Final Copy ruler has four different tab stop options:

- Left tab** - Text is aligned left justified at the tab stop.
- Right tab** - Text is aligned right justified at the tab stop.
- Center tab** - Text is centered at the tab stop.
- Decimal tab** - Decimal points are aligned at the tab stop. This tab type is used mostly for numbers that must be properly lined up in a column. Characters to the left of the decimal point are inserted to the left of the tab stop. Characters to the right of a decimal point are inserted to the right of the tab stop. Numbers without decimals and other text are aligned to the left of the tab stop.



To set tab stops using the ruler:

1. To set tab stops for a single paragraph, click the mouse in the paragraph to be changed. To set tab stops for multiple paragraphs at once, select the desired paragraphs by dragging the mouse through them.
2. Click on the appropriate tab icon.
3. Click on the ruler at the point where you wish to insert the tab stop.

All default tab stops to the left of the new tab stop will be removed.
4. Repeat this procedure as often as you like until all tab stops are set.

To move a tab stop using the ruler:

1. To move a tab stop for a single paragraph, click the mouse in the paragraph to be changed. To move a tab stop for multiple paragraphs at once, select the desired paragraphs by dragging the mouse through them.
2. Click and hold the mouse on the tab stop you would like to move.
3. Drag the tab stop horizontally along the ruler until it is located where you want it.
4. Release the mouse button.

To delete a tab stop using the ruler:

1. To delete a tab stop for a single paragraph, click the mouse in the paragraph to be changed. To delete a tab stop for multiple paragraphs at once, select the desired paragraphs by dragging the mouse through them.
2. Click and hold the mouse on the tab stop you would like to delete.
3. Drag the tab stop below the ruler.
4. Release the mouse button.

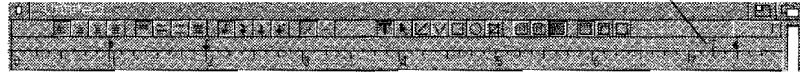
Hyphen “Hot Zone” margin

This margin marker tells Final Copy that when the last word of a line starts before the marker, it is eligible for hyphenation. When you set the “Hot Zone” marker too close to the right margin, your lines will appear less ragged along the margin, but you may have excessive hyphenation. If you set the “Hot Zone” marker too far from the right margin, you will have less hyphenation, but your lines will appear more ragged.

Hyphen “Hot Zone” marker



Hyphen "Hot Zone" marker

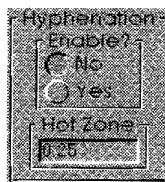


To move the "Hot Zone" marker using the ruler:

1. To move the "Hot Zone" marker for a single paragraph, click the mouse in the paragraph to be changed. To move the "Hot Zone" marker for multiple paragraphs at once, select the desired paragraphs by dragging the mouse through them.
2. Click and hold the mouse on the Hyphen "Hot Zone" marker.
3. Drag the marker horizontally along the ruler until it is located where you want it.
4. Release the mouse button.

To move the "Hot Zone" marker using the requester:

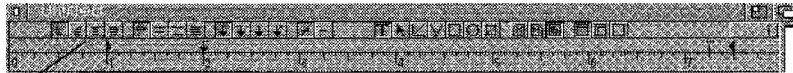
1. To move the "Hot Zone" marker for a single paragraph, click the mouse in the paragraph to be changed. To move the "Hot Zone" marker for multiple paragraphs at once, select the desired paragraphs by dragging the mouse through them.
2. Choose "Paragraph" from the "Text" menu.
3. Click the mouse in the "Hot Zone" data entry area, and enter the desired value.
4. Click on the "OK" button.



Paragraph alignment

In Final Copy you can align paragraph text in the following ways:

Left Justified	Text is aligned so that lines start at the left margin (except the first line which starts at the first line indent).
Right Justified	Text is aligned so that lines end at the right margin.
Centered	Text is aligned so that lines are centered between the left and right margins (except the first line which is centered between the first line indent and the right margin).
Full Justified	Text is aligned so that lines start at the left margin (except the first line which starts at the first line indent), and end at the right margin. In order to do this the program may expand spaces between words.



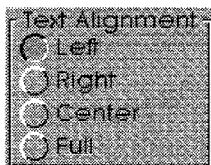
Justification selectors

To set justification using the ruler:

1. To set justification for a single paragraph, click the mouse in the paragraph to be changed. To set justification for multiple paragraphs at once, select the desired paragraphs by dragging the mouse through them.
2. Click on the desired justification icon.

To set justification using the requester:

1. To set justification for a single paragraph, click the mouse in the paragraph to be changed. To set justification for multiple paragraphs at once, select the desired paragraphs by dragging the mouse through them.
2. Choose "Paragraph" from the "Text" menu.
3. Click the mouse on the desired "Text Alignment" option.
4. Click on the "OK" button.



Spacing

When text is entered in a document, the space between lines depends mostly on the size of the font being used. Large fonts will have larger areas between lines to allow room for letters that descend below the main line of type, such as “y”, “j”, “p”, and “q”.

Final Copy enables you to choose from four spacing options--single, 1-1/2, double, and variable. The chart below shows you important information for each type of spacing.

Spacing Style	Height of Line	Maximum Line Height
Single	120% of line's largest font	240 pts.
1-1/2	180% of line's largest font	18 pts.
Double	240% of line's largest font	24 pts.
Variable	spacing is based on tallest leading value for the line	



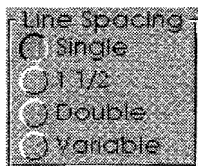
Spacing selectors (Single, One and One Half, Double, and Variable)

To set line spacing using the ruler:

1. To set line spacing for a single paragraph, click the mouse in the paragraph to be changed. To set line spacing for multiple paragraphs at once, select the desired paragraphs by dragging the mouse through them.
2. Click on the desired line spacing icon.

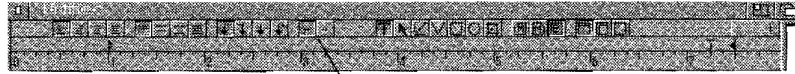
To set line spacing using the requester:

1. To set line spacing for a single paragraph, click the mouse in the paragraph to be changed. To set line spacing for multiple paragraphs at once, select the desired paragraphs by dragging the mouse through them.
2. Choose “Paragraph” from the “Text” menu.
3. Click on the desired line spacing option.
4. Click on the “OK” button.



Hyphenation off/on

The hyphenation off and on selectors are used to enable or disable the automatic hyphenation function of selected paragraphs.



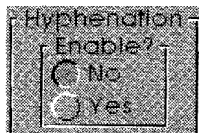
*Hyphenation selectors
(Off and On)*

To set hyphenation status using the ruler:

1. To set hyphenation status for a single paragraph, click the mouse in the paragraph to be changed. To set hyphenation status for multiple paragraphs at once, select the desired paragraphs by dragging the mouse through them.
2. Click on the desired hyphenation selector.

To set hyphenation status using the requester:

1. To set hyphenation status for a single paragraph, click the mouse in the paragraph to be changed. To set hyphenation status for multiple paragraphs at once, select the desired paragraphs by dragging the mouse through them.
2. Choose "Paragraph" from the "Text" menu.
3. Click on the desired "Enable" status button.
4. Click on the "OK" button.



NOTE. In order for hyphenation to occur for a paragraph, the hyphenation feature itself must be turned on for the document. See the description of hyphenation preferences in Chapter 3 for more information.

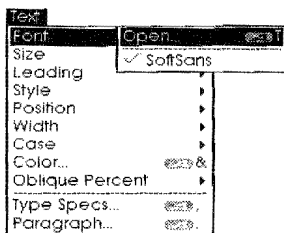
Text and fonts

High quality output is probably one of the main reasons you chose Final Copy as your word processor. Final Copy lets you define your text's font, size, style, position, width, case, color, and oblique percentage. All the commands you will need to work effectively with text can be found in the "Text" menu. The settings may be made all at once using the "Type Specs" command (explained later in this chapter), or one at a time using other commands in the "Text" menu.

Opening fonts

SoftSans is the Final Copy default font. Before you may use another font in your document, you must first open it.

To open a Final Copy font:



1. Choose "Open" from the "Font" sub-menu of the "Text" menu.

The "Font" requester will appear.

2. Scroll through the list of fonts until you reach the font you want to open.
3. Double-click on the desired font.

Selecting a font

You may select a font prior to entering text, or you may change the font of existing text. All font commands are executed through the "Font" sub-menu of the "Text" menu.

To select a font:

1. Open the desired font if you have not already done so.
2. If you are changing the font of existing text, select the text to be changed. If you are setting a font for text that has not yet been entered, set the insertion point where the text is to appear.
3. Choose the desired font from the "Font" sub-menu of the "Text" menu.

If text was selected, it will be redrawn in the new font.

Font size

You may specify text ranging in size from 4 points to 300 points. Some samples of text size are shown below.

8 points

10 points

12 points

14 points

18 points

24 points

36 points

72 points

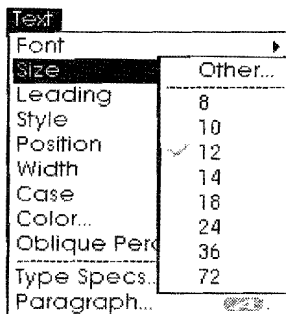
7

Formatting a
Document

To set font size:

1. If you are changing the size of existing text, select the text to be changed. If you are setting the size for text that has not yet been entered, set the insertion point where the text is to appear.
2. Choose the desired size from the "Size" sub-menu of the "Text" menu. To specify a size that does not appear in the "Size" sub-menu, simply select "Other". When the "Size" requester appears, type the desired size in the data entry area and click on "OK".

If text was selected, it will be redrawn in the new size.



Leading

Leading refers to the amount of space between lines of type. If you are using single, 1-1/2, or double spacing for your text, you need not be concerned with leading, since it is preset according to the chosen spacing and largest font size on a line.

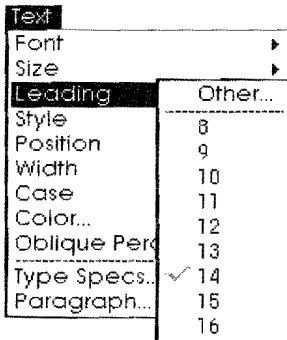
If you are using the variable spacing option, however, you will need to specify a leading value for your text. When specifying the leading, be sure to allow enough space for your characters to appear in their entirety. A leading value that is too small will chop off the tops and/or bottoms of certain characters.

To set leading:

1. If you are changing the leading of existing text, select the text to be changed. If you are setting the leading for text that has not yet been entered, set the insertion point where the text is to appear.
2. Click on the variable spacing icon if it is not selected.
3. Choose the desired leading measurement from the "Leading" sub-menu of the "Text" menu. To specify a leading value that does not appear in the "Leading" sub-menu, simply select "Other". When the "Leading" requester appears, type the desired value in the data entry area and click on "OK".

If text was selected, it will be redrawn with the new leading.

Click on "Variable Spacing" icon.



Text style

Text may be entered in one of the following styles:

Normal Underline ~~Strike-Through~~ Double Underline

To set text style:

1. If you are changing the style of existing text, select the text to be changed. If you are setting the style for text that has not yet been entered, set the insertion point where the text is to appear.
2. Choose the desired style from the "Style" sub-menu of the "Text" menu.

Text position

Text may be positioned in one of the following three ways:

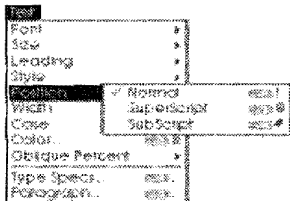
Text may be in the normal position.

Text may be in the ^{superscript} position.

Text may be in the _{subscript} position.

To set text position:

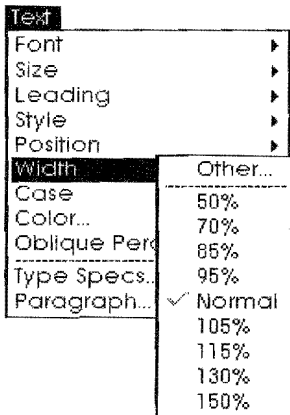
1. If you are changing the position of existing text, select the text to be changed. If you are setting the position for text that has not yet been entered, set the insertion point where the text is to appear.
2. Choose the desired text position from the “Position” sub-menu of the “Text” menu.



Text width

Text may be set using different width values. These values alter the way characters appear by increasing or decreasing the width of those characters. Some examples of different widths are shown below.

50% width	Hello
75% width	Hello
85% width	Hello
Normal width	Hello
115% width	Hello
130% width	Hello
150% width	Hello



To set text width:

1. If you are changing the width of existing text, select the text to be changed. If you are setting the width for text that has not yet been entered, set the insertion point where the text is to appear.
2. Choose the desired width from the “Width” sub-menu of the “Text” menu. To specify a width that does not appear in the “Width” sub-menu, simply select “Other”. When the

“Width” requester appears, type the desired value in the data entry area and click on “OK”.

If text was selected, it will be redrawn in the new width.

Text case

You may choose from three different case settings for your text. These settings are:

Normal

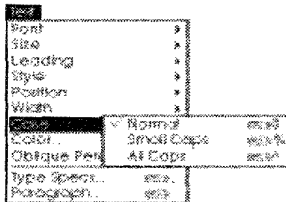
SMALL CAPS

ALL CAPS

To set text case:

1. If you are changing the case of existing text, select the text to be changed. If you are setting the case for text that has not yet been entered, set the insertion point where the text is to appear.
2. Choose the desired case from the “Case” sub-menu of the “Text” menu.

If text was selected, it will be redrawn in the new case.



Text color

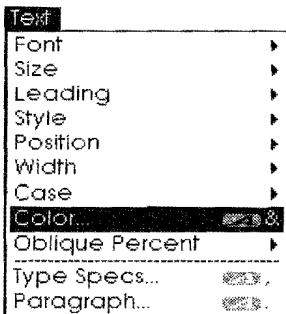
You may specify any of Final Copy's predefined colors for your text.

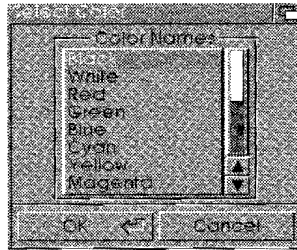
NOTE: When entering colored text, the Final Copy default screen (which only shows four colors) may not allow you to see your text in the exact color selected. However, if you position the mouse in the text and press the mouse button, the mouse pointer itself will change color to reflect the true color of the text.

To set text color:

1. If you are changing the color of existing text, select the text to be changed. If you are setting the color for text that has not yet been entered, set the insertion point where the text is to appear.
2. Choose “Color” from the “Text” menu.

The “Select Color” requester will appear.





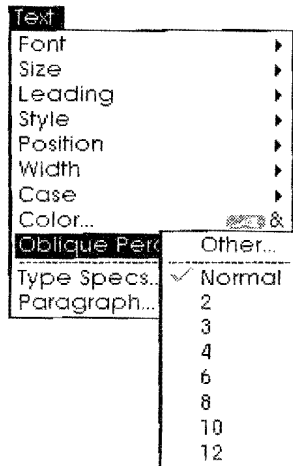
NOTE. The colors in this requester are defined in the "Color Preference" requester (See Chapter 3).

3. Double-click on the name of the desired color.

Oblique percentage

Text may be slanted to the left or right to varying degrees using the "Oblique Percent" command.

To set oblique percent:



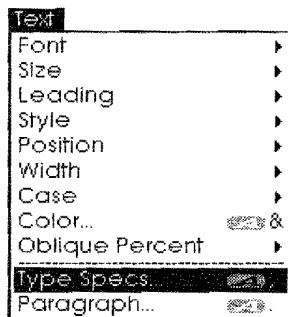
1. If you are changing the oblique percent of existing text, select the text to be changed. If you are setting the oblique percent for text that has not yet been entered, set the insertion point where the text is to appear.
2. Choose the desired oblique percent from the "Oblique Percent" sub-menu of the "Text" menu. To specify a value that does not appear in the "Oblique Percent" sub-menu, simply select "Other". When the "Oblique Percent" requester appears, type the desired value (from -20 to 20) in the data entry area and click on "OK".

A negative oblique percent will result in text that slants to the left, while a positive percent results in text that slants to the right. If text was selected, it will be redrawn in the new oblique percent.

Type Specs

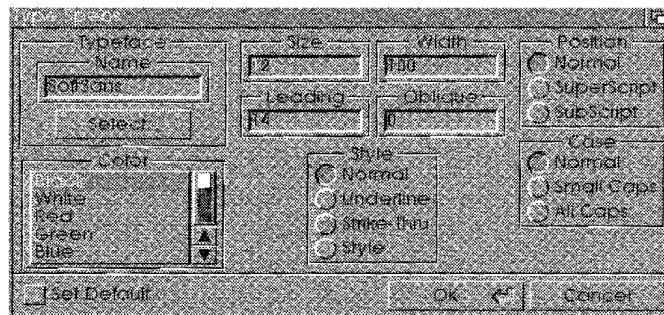
In some instances, you may wish to change many or all of the text characteristics for existing text or text you are about to enter. When this is the case, it may be impractical and time-consuming to make all of the revisions using the individual text commands found in the "Text" menu. For this reason, Final Copy includes the "Type Specs" requester, which provides a convenient and speedy way to make numerous adjustments to text.

To open the "Type Specs" requester:



1. Choose "Type Specs" from the "Text" menu.

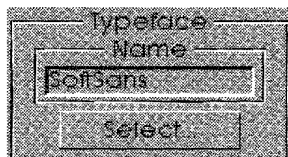
The "Type Specs" requester will appear.



Typeface

You may select a typeface (or font) from among all open typefaces.

To select a typeface using the "Type Specs" requester:



1. Click on the "Select" button in the "Typeface" area of the requester.

A font requester will appear.

2. Scroll through the list of open fonts until you reach the typeface you wish to use.
3. Double-click on the desired typeface.

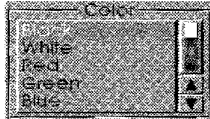
The "Type Specs" requester will reappear, and the name of the typeface you just selected will appear in the "Name" data entry

area. If you wish, you can also click in the data entry area and type the name of the desired font rather than using the scrollable list of typefaces.

Color

You may select a text color from among all predefined colors.

To select a color using the “Type Specs” requester:

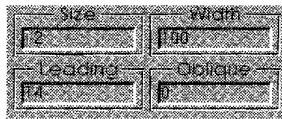


1. Click on the name of the desired color in the “Color” list.

Size, width, leading, and oblique percent

You may specify numeric values for size, width, leading, and oblique percent using the “Type Specs” requester.

To set size, width, leading, and oblique percent using the “Type Specs” requester:

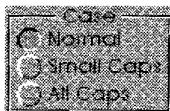
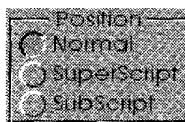
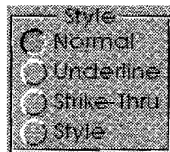


1. Click in the appropriate data entry area for size, width, leading, or oblique percent.
2. Type the desired numeric value for each type characteristic you wish to set.

Style, text position, and case

You may set the style, position, and case of text using the “Type Specs” requester.

To set style, text position, and case using the “Type Specs” requester:



1. Click on the appropriate buttons preceding the desired settings for style, position, and case.

Implementing type specs

You may implement type specs for text that has been selected, for text that has not yet been entered, or as default settings.

To implement the type specs settings:

1. **If you want to make the settings the default for new documents, check the "Set Default" box at the lower left corner of the requester.**
2. **Click on "OK".**

If text was selected, it will be redrawn in the new font. If text was not selected, the new type specs will be applied to text entered at the insertion point.

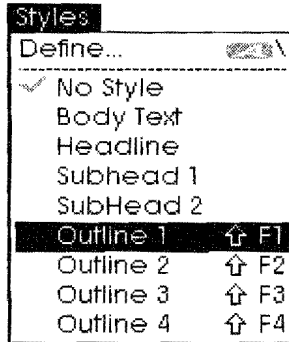
Styles

In Final Copy you can define and redefine up to 16 named styles. Each style can have paragraph settings, tab stops, and type attributes assigned to it. When a style is applied to text, the text takes on the characteristics of any paragraph, tab, and type attributes that are defined within the style. When you begin a new document, Final Copy gives you several predefined styles to choose from. You can use these predefined styles "as is", modify them, and add new ones of your own.

Using styles is a powerful way of formatting your text. As an example, with a single style you can set the font and its size, type style, text alignment (left, right, centered, or full), margins, and tab stops. Styles free you from the need to apply many formatting attributes individually to every paragraph. For example, if you want all section titles to be size 18, in SoftSans_Bold, centered, and underlined, you can apply all of those formats in one style, rather than having to apply each format to every title. Styles also make changing formats easy - you simply change the definition of the style and the changes are automatically applied throughout the document.

Using styles ensures that the style of each type of paragraph remains consistent throughout your document. In this manual we have styles for body text paragraphs, bulleted text, captions, headlines, and sub-headings.

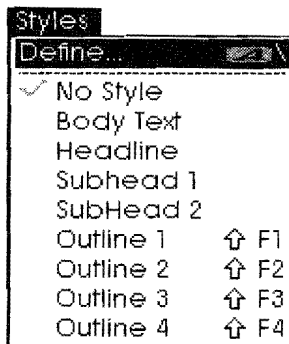
To apply a style:



1. To apply a style to a single paragraph, click the mouse in the paragraph you want to apply the style to. To apply a style to several consecutive paragraphs, drag the mouse through the paragraphs you want to apply the style to.
2. Choose the desired style from the "Styles" menu, or press the FKey function key that has been assigned to the style.

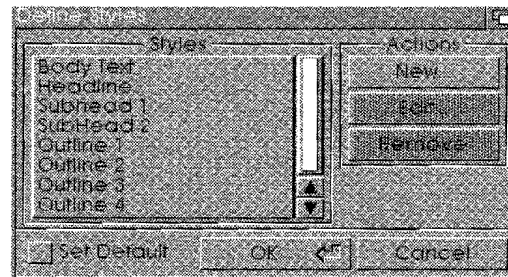
Any text in the paragraph(s) you have selected will be redrawn in the new style. If "No Style" is selected from the "Styles" menu, any style name currently assigned to the text will be removed. While doing this will have no affect on the text's current settings, it will keep future changes to that text's original style from affecting the text any more.

To define a new style:



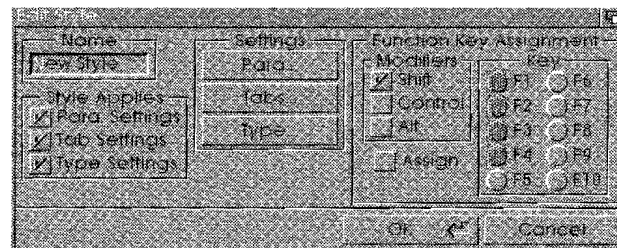
1. Select "Define" from the "Styles" menu.

The "Define Styles" requester will appear.



2. Click on the button labeled "New".

The "Edit Style" requester will appear.



3. Click in the data entry area under the word "Name", and replace the words "New Style" with the name you want to call the style.

4. To define paragraph settings, click on the "Para..." button under the word "Settings".

The "Paragraph" requester will appear. Instructions for using this requester appear earlier in this chapter.

5. To define tab settings, click on the "Tabs..." button under the word "Settings".

The "Tabs" requester will appear. Instructions for using this requester can be found in the next section of this chapter.

6. To define type settings, click on the "Type..." button under the word "Settings".

The "Type Specs" requester will appear. Instructions for using this requester can be found earlier in this chapter.

7. Click on the appropriate buttons in the "Style Applies" section of the requester.

This will tell Final Copy which of the settings to actually apply to the style. For example, if the "Type Settings" button is turned off, the style will not affect any aspects of type specs. If all three buttons are turned on, the style will utilize the full range of definitions.

8. If you want to assign a function key to the style, make sure the check box "Assign" inside the "FKey Assignment" area is checked, and indicate which FKey you want to assign.

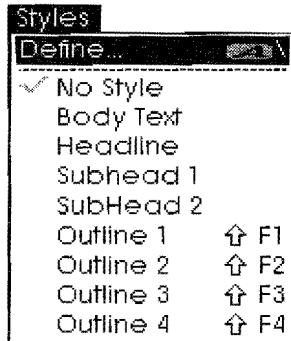
You can use the F1-F10 function keys to access a style. Unshifted and ALT function keys are reserved for ARexx macros, and can not be assigned to styles.

9. If you want to save the current styles as the program's default styles for future documents, check the "Set Default" box in the lower left corner of the requester.

10. Click on "OK".

The newly defined style will now appear on the list of available type styles in the "Styles" menu.

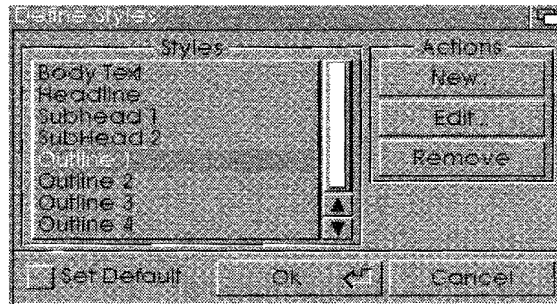
To edit an existing style:



1. Select "Define" from the "Styles" menu.

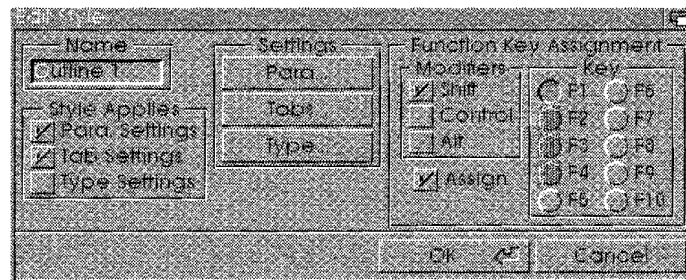
The "Define Styles" requester will appear showing a list of style names.

2. Click on the name of the style you wish to edit.



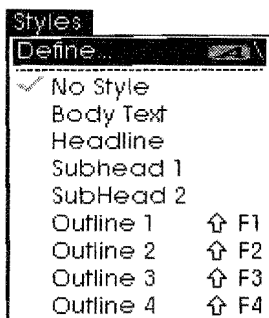
3. Click on the "Edit" button.

The "Edit Style" requester will appear.



4. Make any desired changes to name, settings, and style applications. Also make appropriate adjustments in the "Style Applies" section of the requester.
5. If you want to save the current styles as the program's default styles for future documents, check the "Set Default" box in the lower left corner of the requester.
6. Click on "OK".

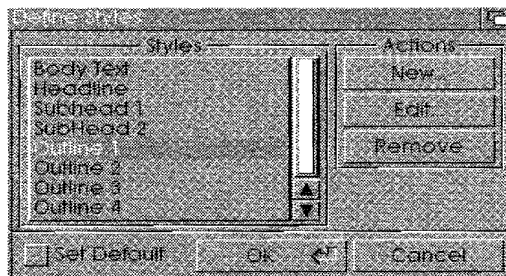
The edited style will now appear on the list of available type styles in the "Styles" menu.



To remove an existing style:

1. Select "Define" from the "Styles" menu.

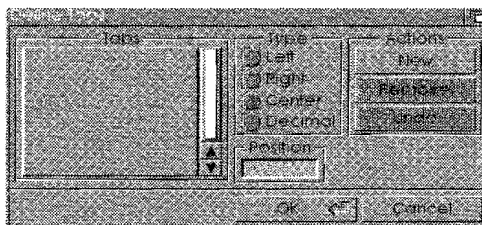
The "Define Styles" requester will appear showing a list of style names.



2. Click on the name of the style you wish to remove.
3. Click on the "Remove" button.
4. If you want to save the current styles as the program's default styles for future documents, check the "Set Default" box in the lower left corner of the requester.
5. Click on "OK" when you are finished removing styles.

Using the "Tabs" requester

When you click on the "Tabs..." button in the "Settings" area of the "Edit Style" requester, the "Tabs" requester will appear. Within this requester is a list of existing tab stops and a series of action buttons that you use to define new, edit existing, and remove existing tab stops from a style. Only 8 tab stops may be defined for a style.



To define a new tab stop:

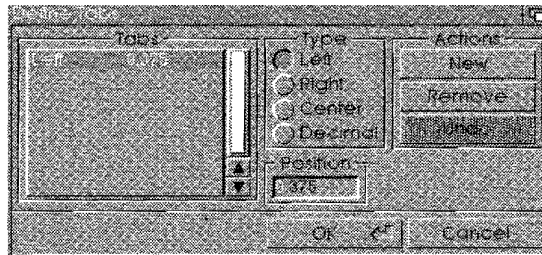
1. Access the "Tabs" requester and click on "New".

Default settings for the new tab stop will be provided in the definition area.

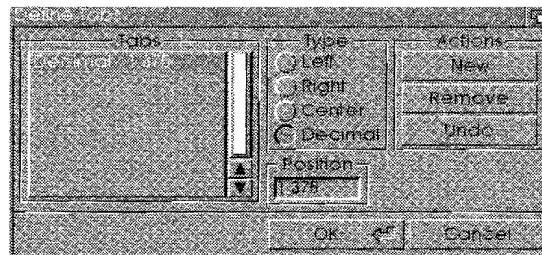
2. **Modify the default settings to what you wish them to be.**
3. **Click on the "OK" button when you are finished defining the style's tab stops.**

To modify an existing tab stop:

1. **Access the "Tabs" requester and click the mouse on the line in the list of tab stops showing the tab stop you want to modify.**



2. **Modify the default settings to what you wish them to be.**



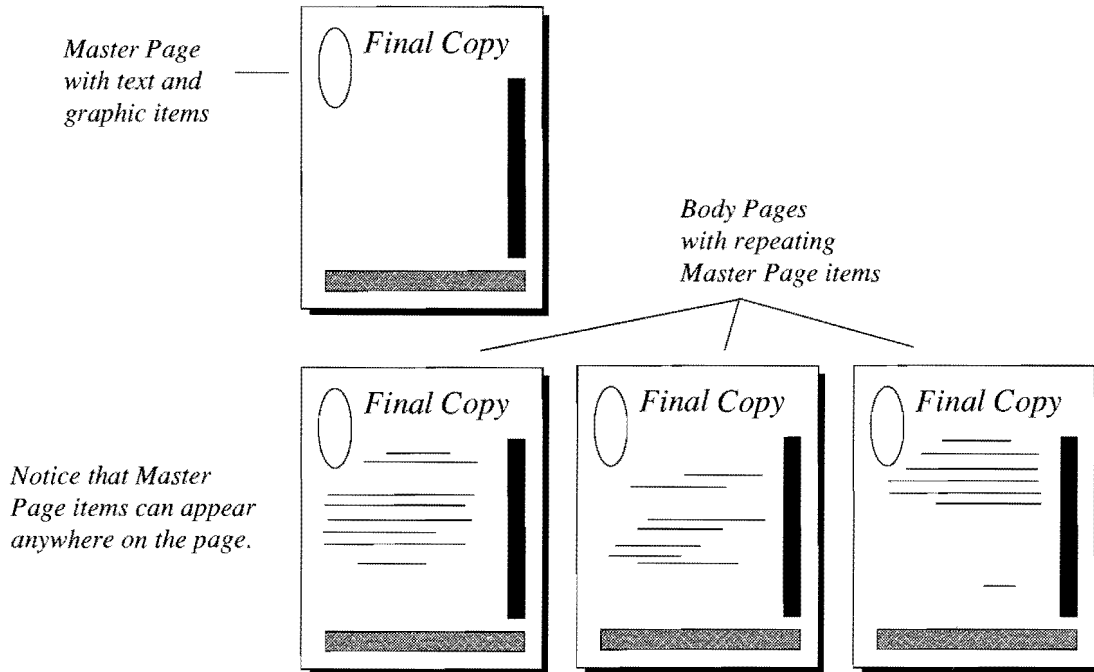
3. **Click on the "OK" button when you are finished defining the style's tab stops.**

To remove an existing tab stop:

1. **Access the "Tabs" requester and click the mouse on the line in the list of tab stops showing the tab stop you want to remove.**
2. **Click on the "OK" button when you are finished removing the style's tab stops.**

Master pages

A master page is a place in a Final Copy document where you define text and graphics that are to appear on each of your document's pages. There are many uses for master pages, including document titles, chapter names, special graphics, dates, page backgrounds, headers, footers, and page borders.



Every time a new document is created, blank master pages are also created. If you leave master pages blank, they will have no effect on the body of your document. However, once you have entered text and/or graphics on a master page, those items will appear on each page of your document except the optional title page.

If you have set the "Left/Right" page option (See Chapter 4), the left master page will be used for items that are to be repeated on left-sided pages, and the right master page will be used for items on right-sided pages. If you have not set the "Left/Right" page option, only items entered on the right master page will affect your pages.

Master pages are accessed through the page icons in the horizontal ruler at the top of a document window. There are three page icons—left master, right master, and body. Clicking on the left or

"Master Page" icons:
Left and Right



"Body" page icon

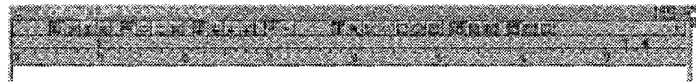
right master page icon will bring the appropriate master page up on your screen. Clicking on the body page icon will return you to the body of your document.

To define left and/or right master pages:

1. Click on the either the left or right master page icon in the ruler.

The selected master page will appear.

NOTE. When you are editing a master page, the window title will show which master page is being edited.



2. Enter any text or graphics you wish to include as master items.

Remember that any text or graphics placed on a left master page will appear on every left-sided page of a document. Similarly, any text or graphics entered on a right master page will appear on every right page of a document. If you are not using the "Left/Right" page option (See Page Setup - Chapter 4), nothing you enter in the left master page will appear on your body pages.

3. Click on the body page icon in the ruler to return to your document's body page(s).

Headers and footers

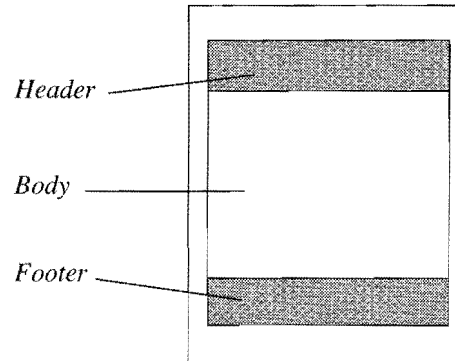
There are a number of ways in which you may utilize a header or footer. The most common use for headers and footers is for page numbering. Other common uses are for inserting the date and time that the document was written or printed, and for running headlines at the top of each page.

In Final Copy you create headers and footers inside a master page. At the top of a master page you place header items, and at the bottom of the same master page, you place any footer items.

Final Copy is a word processor where text must be entered sequentially from the top of the first page down through a document. This is in contrast to desktop-publishing programs that allow you to start

a text block wherever you want it. For example, in a desktop-publishing program, if you want to place text at the bottom of a page, you start a new text block at the bottom of a page. In a word-processor, however, you need to advance the insertion point to the bottom of the page by pressing the RETURN key or by entering text. Therefore, when you want to place a footer at the bottom of a Final Copy master page, you advance the insertion point to the bottom of the master page.

When you use a master page to define header and footer items, you will probably not want text you enter on a body page to be placed on top of the header and footer items. In order to accomplish this, you will need to limit the size of the "Body" area of your page by specifying the height you are using for header and footer areas (See Chapter 4 - Headers and Footers).



Page breaks

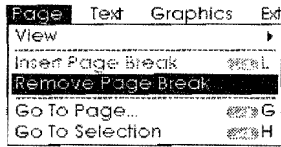
Page breaks will occur naturally as you type your document. Final Copy inserts a page break whenever it gets to the end of a page. You may also manually insert page breaks at any place in your document.

To insert a page break:

1. Set the insertion point where you want the page break to appear in your document.
2. Choose "Insert Page Break" from the "Page" menu.



To remove a page break:



1. Set the insertion point at the beginning of the line of text immediately following the page break you wish to remove.
2. Choose **“Remove Page Break”** from the **“Page”** menu.

If the “Remove Page Break” menu item is disabled, it is because you did not set the insertion point in the paragraph immediately following a forced page break.



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Working with Graphics

Nothing adds interest to a word processing document like a carefully created, well placed graphic. Graphics that can be used in Final Copy documents are:

- Diagonal, horizontal, and vertical lines
- Arrow-tipped lines
- Boxes and perfect squares
- Rounded-corner boxes and perfect squares
- Ovals and perfect circles
- IFF ILBMs

Text can automatically flow around any of the above graphics according to your instructions.

Each graphic in Final Copy is treated as an independent object and may be deleted, sized, or moved according to your needs.

In this chapter are instructions to help you:

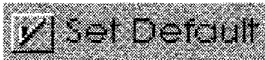
- Create graphics
- Insert IFF ILBM graphics
- Change graphic settings
- Select graphics
- Delete graphics
- Size graphics
- Move graphics
- Specify exact size and position of graphics
- Crop graphics
- Cancel a graphic operation

Settings requesters

There are four settings requesters each corresponding to one of the graphic types supported in Final Copy. These requesters are:

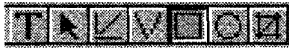
- IFF ILBM Settings
- Line Settings
- Box Settings
- Oval Settings

These requesters may be used in several ways:



- Set permanent default values for a type of graphic object. When a new document is created, these default values define the attributes for graphic objects placed in the document.
- Set temporary default values for a type of graphic object. When a new graphic object is created, these temporary default values are used as the attributes for the objects, however the permanent default values remain the same.
- Reset the attributes of existing objects. Attributes of any existing graphic object can be modified at any time.

Creating lines, boxes, and ovals



Graphic elements like lines (horizontal, vertical, and diagonal), rectangles/squares, and ovals/circles may be created in your document using the tool icons found in the command strip at the top of a window.

When you create a graphic, Final Copy creates it using the default settings for the type of graphic being created. For example, if the default settings for a line are 2 points thick and colored in red, when you draw a new line, it will be drawn as a 2 point, red line. You can, of course, change a graphic's current or default settings at any time.

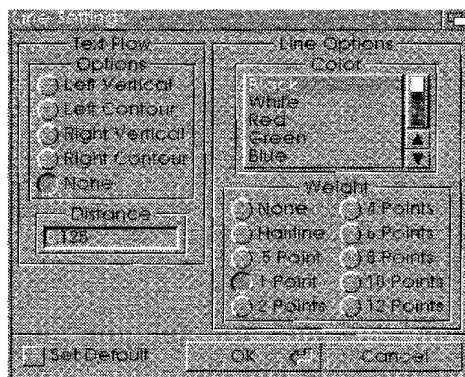
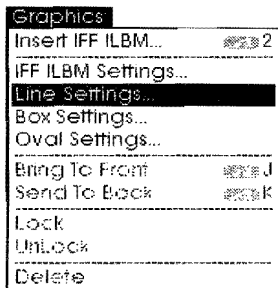
You have two choices of how a new graphic is to be drawn when you create it. One choice is to set the default settings to the way you want the graphic drawn, and then create the graphic. The other choice is to just create the graphic using the default settings, and then after the graphic drawn, change its settings to suit your needs. In the instructions that follow for creating graphics, the default settings are defined, and then the graphic is created.

Lines

In Final Copy you can draw lines at any angle, and with thickness ranging from hairline (thinnest at any given resolution) to 12 points. Lines may be created in any of the 16 colors defined in the Color Preferences. Text can be made to flow around or on top of lines. A special option allows you to create a line with an arrow at one of the line's endpoints.

To draw a line:

1. Select "Line Settings" from the "Graphics" menu.



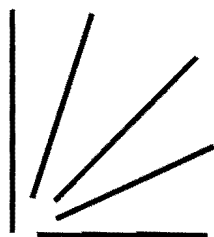
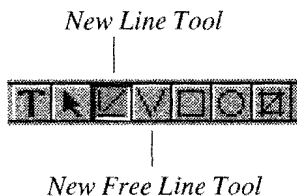
The "Line Settings" requester will appear. Below are brief descriptions of the options presented in this requester.

Text Flow Options - This defines the way in which text is to flow around (or over) a graphic element. Text may flow on the left or right side of a graphic, following either the graphic's contour or a vertical line created by the graphic's frame. If the "None" option is selected, the graphic will become a background element, and text will flow over it.

Text Flow Distance - This specifies the amount of space between a graphic and the text that flows next to it. For example, a setting of 0.25 will leave 1/4" of empty space between a graphic and the text flowing around it. The minimum flow distance is 1/8" (0.125).

Line Color - This defines the line's color when it is printed. To specify a different color, click the mouse on the desired color's name in the list.

Line Weight - This defines the thickness of the line.



2. Reset any of the requester values to match the way you want the line to be created.
3. Click "OK".
4. Click on the desired line tool icon in the ruler at the top of your window.

The "New Line" tool will produce perfectly horizontal, vertical, or 45° diagonal lines. The "New Free Line" tool will produce diagonal lines of any angle. NOTE. The two line tools are only for your convenience in drawing a new line. Once a line is drawn, you can change its angle no matter which tool you used to create it with.

5. Position the mouse pointer at the place in your document where you wish your line to begin.
6. Hold the mouse button down and drag the mouse in the direction you want the line to be drawn.
7. Once the line has reached the desired length, release the mouse button.

A line of the width and color selected has now been placed in your document. Any existing text on your page will flow around (or over) the line based on your "Line Flow" settings.

To draw an arrow-tipped line:

1. Follow the steps above for drawing a line except that in step #6, hold the *left* ALT key before pressing the mouse button, and continue to hold the ALT key down while dragging the mouse.

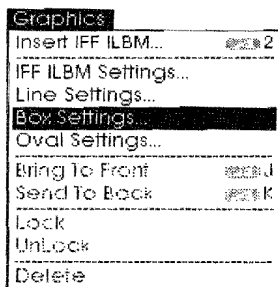
The size of the arrow depends upon the thickness of the line. The arrow will draw on the end where the mouse is released.

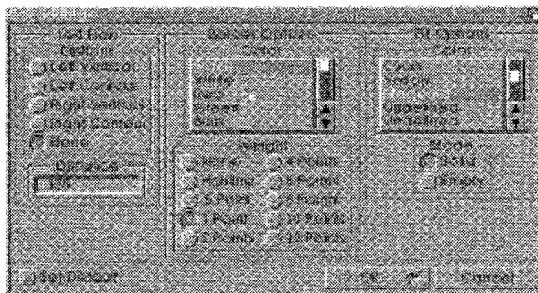
Boxes

Final Copy lets you create boxes in any width and height combination. A box can have a line as a border, and can be filled with a color, or left empty. Special options for boxes are the ability to make boxes with rounded corners and/or perfect squares.

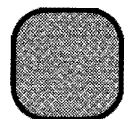
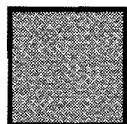
To draw a box:

1. Select "Box Settings" from the "Graphics" menu.





New Box Tool



2. Modify any of the settings in the requester to match the way you want the box drawn.
3. Click on "OK".
4. Click on the "New Box" tool icon.
5. Position the mouse pointer at the place in your document where you wish your box's corner to begin.
6. While holding the mouse button down, drag the mouse in the proper direction to draw the box.
7. Once the box has reached the desired size and shape, release the mouse button.

To draw a rounded-cornered box:

1. Follow the steps above for drawing a box except that in step #6, hold the *left* ALT key before pressing the mouse button, and continue to hold the ALT key down while dragging the mouse.

To draw a perfect square:

1. Follow the steps above for drawing a box except that in step #6, hold the *left* SHIFT key before pressing the mouse button, and continue to hold the SHIFT key down while dragging the mouse.

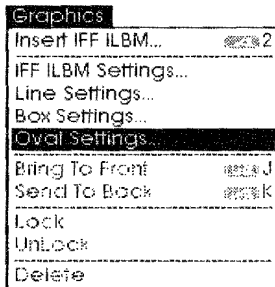
To draw a perfect square with rounded-corners:

1. Follow the steps above for drawing a box except that in step #6, and hold the *left* ALT and *left* SHIFT keys before pressing the mouse button, and continue to hold the ALT and SHIFT keys down while dragging the mouse.

Ovals

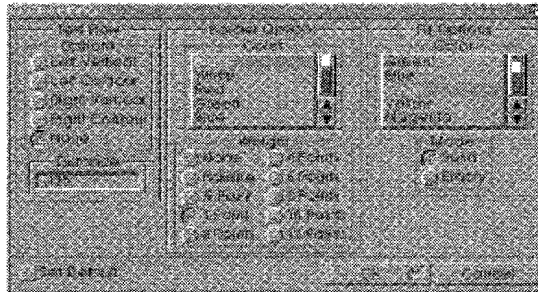
Final Copy lets you create ovals in any width and height combination. An oval can have a line as a border, and can be filled with a color, or left empty. A special option for ovals is the ability to make ovals as perfect circles.

To draw an oval:

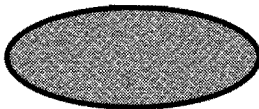
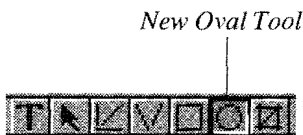


1. Select "Oval Settings" from the "Graphics" menu.

Final Copy will display the "Oval Settings" requester.

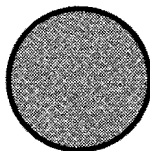


2. Modify any of the settings in the requester to match the way you want the oval drawn.
3. Click on "OK".
4. Click on the "New Oval" tool icon.
5. Position the mouse pointer at the place in your document where you wish your oval's corner to begin.
6. While holding the mouse button down, drag the mouse in the proper direction to draw the oval.
7. Once your oval has reached the desired size and shape, release the mouse button.



To draw a perfect circle:

1. Follow the steps above for drawing an oval except that in step #6, hold the *left* SHIFT key before pressing the mouse button, and continue to hold the SHIFT key down while dragging the mouse.



Importing IFF ILBM Graphics

In addition to graphics drawn with Final Copy's drawing tools, you may also import pictures and brushes created by other programs as long as they have been created in the Amiga® graphic format IFF ILBM. This format is used in various paint and digitizer programs. HAM, Extra Halfbrite, and 24 bit IFF ILBMs may also be imported.

IFF ILBM graphics may be inserted before or after text is entered. Text will always reformat to flow around a graphic according to that graphic's text flow settings.

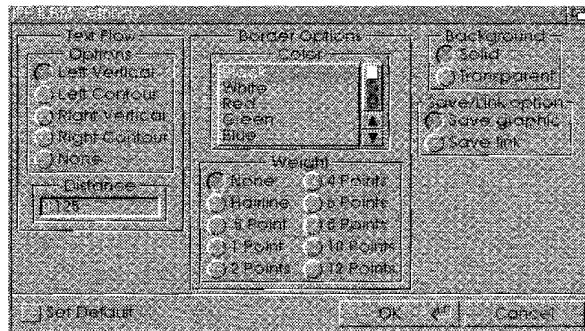
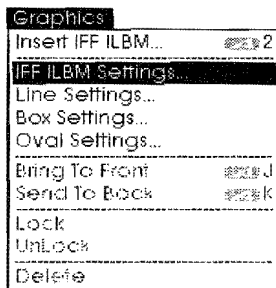
Inserting IFF ILBM graphics

Any picture or brush may be inserted in a Final Copy document as long as it is in the IFF ILBM graphic format.

To insert an IFF ILBM graphic:

1. Select "IFF ILBM Settings" from the "Graphics" menu.

Final Copy will display the "IFF ILBM Settings" requester.



Included in the requester are the following settings:

Text Flow Options - This defines the way in which text is to flow around (or over) a graphic element. Text may flow on the left or right side of a graphic, following either the graphic's contour or a vertical line created by the graphic's frame. If the "None" option is selected, the graphic will become a background element, and text will flow right over it.

Text Flow Distance - This specifies the amount of space between text and a graphic. For example, a setting of 0.25 will

leave 1/4" of empty space between a graphic and the text flowing around it. The minimum flow distance is 1/8" (0.125).

Border Weight - If you want Final Copy to draw a border around the imported graphic, set this value to the weight, or thickness, you want the line to be.

Border Color - The color of the border, if one is to be drawn.

Save/Link Option - The "Save graphic" option actually stores a copy of the inserted IFF ILBM graphic in your document. The "Save link" option does not save the graphic itself in your document, but rather saves a link to that graphic. However, when you open your document, the graphic will also be opened through the link and will appear on the page where you have placed it. The "Save link" option is helpful when your graphic takes up a great deal of memory or when you anticipate changing your graphic before your document reaches its final draft stage. In this latter instance, the link will open the revised graphic and insert it when you reopen your document.

Background - The background of an IFF ILBM graphic can be treated as solid or transparent. If the background is transparent, the picture's "transparent" color (usually color 0) will not be used when rendering the graphic. If you plan to wrap text to the contour of a graphic, you will want to make the background transparent. If a HAM graphic was clipped as a brush, it will use the shape of the brush for the transparency.

2. **Modify any of the settings in the requester to match the way you want the graphic drawn.**

3. **Click on "OK".**

4. **Choose "Insert IFF ILBM" from the "Graphics" menu.**

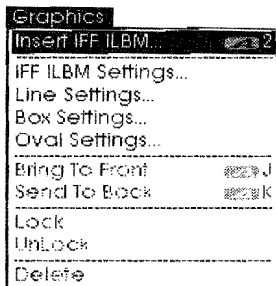
A file requester will appear on your screen.

2. **Use the file requester to locate the graphic you want to import.**

3. **When you have located the graphic you want to insert, click on its name to select it.**

4. **Click on "OK".**

The graphic will be drawn in the upper left corner of the screen. When the graphic is inserted it is already selected. You can move, size, and crop it to suit your needs.



Selecting graphics

In order to size, move, crop, delete, or redefine a graphic you must first select it.

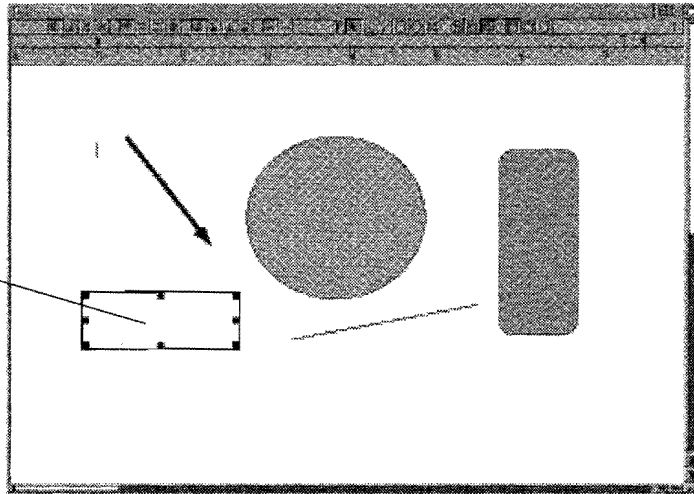
Graphic Select Tool



To select a single graphic:

1. Click the mouse on the “Graphic Select” tool.
2. Click the mouse on the graphic you want to select.

Selected graphic



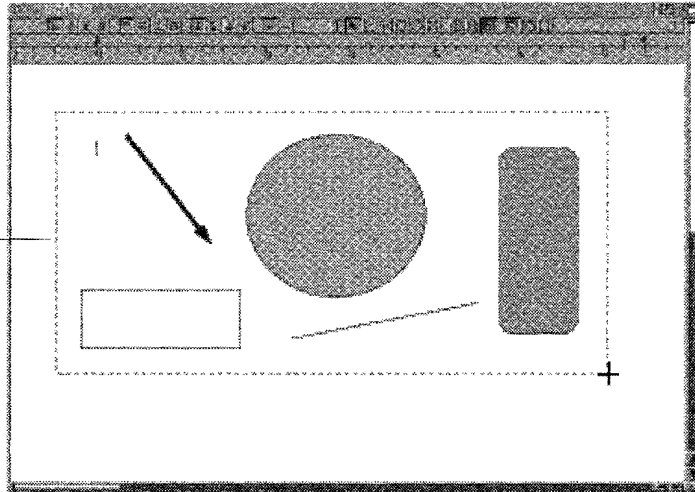
Notice that “anchor points” (tiny boxes in the corners and midpoints of the graphic) appear around or on the graphic. On an IFF ILBM graphic, these anchor points will appear on a border surrounding the graphic. On lines, boxes, and ovals, the anchor points will appear directly on the image. The presence of anchor points indicates that the graphic has been selected, and the anchor points may be used to size and crop an image (explained later).

To select one or more graphics by drawing a marquee:



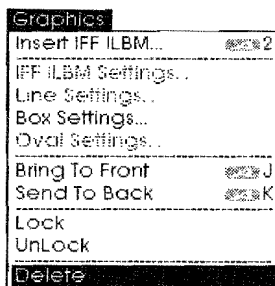
1. Click the mouse on the "Graphic Select" tool.
2. Position the mouse pointer above and to the left of the first graphic you want to select.
3. Hold down the left mouse button and drag the mouse to the right and bottom of the last graphic you want to select.

Marquee



As you drag the mouse the program will draw a marquee rectangle on the screen. When you release the mouse, all graphics that fit entirely within the marquee will be selected.

4. Release the mouse button.



Deleting graphics

Graphics in your document may be deleted at any time.

To delete graphic(s):

1. Select the graphic(s) you wish to delete.
2. Press the BACKSPACE or DELETE key, or choose Delete from the Graphics menu.

The selected graphics will be deleted.

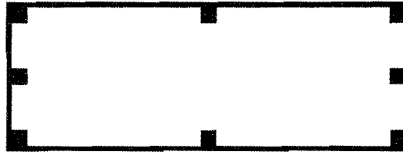
Sizing graphics

A graphic already inserted in a document can be made smaller or larger at any time. When you make an IFF ILBM smaller, it may appear to lose resolution (dots) on the screen, but on printouts you probably won't lose any resolution.

To change the size of a graphic in your document:



1. Select the graphic to be sized.



2. Press and hold the mouse on one of the anchor points at the corners or midpoints of the selected graphic.
3. Drag the mouse inward toward the middle of the graphic to reduce its size. Drag the mouse outward away from the middle of the graphic to increase its size.
4. Release the mouse when the graphic has reached the desired size.

Constrained sizing of IFF ILBMs

- Option 1 If you hold the **SHIFT** key down while pressing on an IFF ILBM's anchor point, and continue to hold it down while dragging the mouse, Final Copy will keep the graphic's original proportions intact.
- Option 2 If you want an IFF ILBM to be sized to take maximum advantage of your printer's resolution, hold down the **left CTRL**, **SHIFT**, and **ALT** keys while dragging the mouse on the lower right anchor point. Since your printer's aspect ratio is usually different than a graphic's original aspect ratio, this method of constraining will produce an image that may look out of proportion on your screen. It will, however, result in the best printouts. This method of constraining is known as **Integer Scaling**.

“Snap To” sizing

If you hold the **CTRL** key down while pressing on an anchor point, and continue to hold it down while dragging the mouse, Final Copy will snap the size of the graphic to the nearest tick mark on the ruler.

“Quick” sizing

If you want to reduce an image by 1/2, hold down the **SHIFT** key and double-click the mouse on the image to be reduced. You can continue reducing the image in this manner. Each time the image is reduced, it will be by 1/2.

If you want to double the size of an image, hold down the **CTRL** key and double-click the mouse on the image to be enlarged. Each time the image is enlarged, its size will be doubled.

Moving graphics

A graphic already inserted in a document can be moved anywhere within that document.

To move a graphic from one location to another:



1. Select the graphic to be moved.
2. Click and hold the mouse button on the graphic while dragging the mouse to the desired location.

Constrained moving

If you hold the **SHIFT** key down while pressing the mouse on the graphic, and continue to hold it down while dragging the mouse, Final Copy will move the graphic either vertically or horizontally depending upon your mouse movement.

“Snap To” moving

If you hold the **CTRL** key down while pressing the mouse on the graphic, and continue to hold it down while dragging the mouse, Final Copy will move the graphic so that its left/top is snapped to the nearest tick mark on the ruler.

Modifying a graphic's settings

An existing graphic can have its settings modified at any time. These settings are the ones that comprise the settings requester for that graphic.

To modify an existing graphic's settings:



1. Click the mouse on the "Graphic Select" tool if it is not already selected.
2. Double-click the mouse on the graphic that is to be modified, or click once on the graphic to be modified, and choose the appropriate settings item from the Graphics menu.

Final Copy will display the settings requester for the graphic along with the data that is currently being used for it.

3. Change any of the settings you wish to change.
4. When you are finished making changes, click on the "OK" button.

Specifying exact size and location

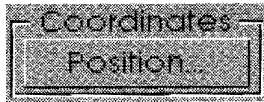
An alternative way of sizing and moving graphics with the mouse is to use the "Position" requester. This requester is accessed while in one of the settings requesters. Access to the "Position" requester is only possible when viewing an object's "settings" requester.

To specify exact size and/or position settings:



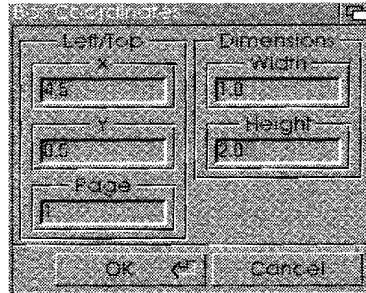
1. If the graphic's settings requester is not already on the screen:
 - A. Click the mouse on the "Graphic Select" tool if it is not already selected.
 - B. Double-click the mouse on the graphic that is to be modified, or click once on the graphic to be modified, and choose the appropriate settings item from the Graphics menu.

Final Copy will display the selected graphic's settings requester along with its definition data.



2. Click on the "Position" button.

The "Position" requester will be displayed showing the graphic's exact size and position.



3. Modify the size and position data to your desired values.

4. When you are finished making changes, click on the "OK" button.

The program will return to the settings requester.

5. Click on the "OK" Button.

Final Copy will redraw the selected graphic using the new values.

Cropping IFF ILBM graphics

Cropping is the process of cutting out unwanted portions of an IFF ILBM graphic. The cut portions are limited to rectangular areas on the left, top, right, or bottom of a graphic. A graphic already inserted in a document can be cropped at any time.

Crop Tool



To crop an IFF ILBM graphic:

- 1. Choose the "Crop" tool from among the tool icons in the ruler at the top of your window.**
- 2. Click the mouse on the IFF ILBM graphic you want to crop.**
Anchor points will appear.
- 3. Press and hold the mouse on one of the anchor points in the corners or midpoints of the selected graphic.**
- 4. Drag the mouse to crop the area of the graphic the anchor point is in.**

5. Release the mouse when you have cropped the desired amount of the graphic.

To restore an ILBM to its un-cropped size:



1. Select the graphic to be restored.
2. Press the ALT key and while holding it down double-click the mouse on the graphic.

Canceling graphic actions

You can cancel a size, move, or crop operation by pressing the right mouse button before releasing the left mouse button.

Graphic colors vs screen colors vs printed colors

Final Copy tries to print graphics in the colors in which they were defined. However, when graphics are displayed on the screen they probably will not be drawn in their true colors. When rendered on the screen, a graphic's colors are changed to the colors that are currently available. If you are using a Final Copy Custom screen, for example, only four colors (Black, White, Grey, and Blue/Grey) are available. So no matter what color you define for a graphic, that color will be modified to one of the colors used in the screen.

If you are using Workbench 2.0 or higher, you can set the number of colors used for the Workbench to more than 4 colors. For example, if you set your Workbench to use 8 colors, and open Final Copy on a Workbench screen, 8 colors will be used to show graphics on screen. The downside to this is that when you increase the number of colors for the Workbench screen, the screen display may slow down.

When the "Graphic Select" tool is selected, and you hold the mouse down on a graphic (does not apply to IFF), the colors of the mouse pointer will change to reflect the graphic's colors.



Perfecting a Document

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Perfecting a Document

9

Perfecting a
Document

Now that you have created, edited, and formatted your document, it's time to turn to Final Copy's speller, thesaurus, and statistics features to help make your document as perfect as possible.

In this section, you will learn how to:

- **Use the speller** - Includes information on checking a document, obtaining spelling suggestions from Final Copy, and working with your own personalized user dictionary.
- **Use the thesaurus** - Final Copy allows you to obtain lists of synonyms for words in your document.
- **Obtain statistics** - Once your document is complete, you may instruct Final Copy to count its various elements, including characters, words, lines, sentences, paragraphs, and pages. Averages are also provided.

Using the speller

Final Copy's built-in spelling detector will scan your document for words it does not recognize and give you the opportunity to revise the spelling. Final Copy's spelling corrector will provide spelling suggestions for words that it flags as possible misspellings.

All spelling functions are accessed through the "Speller" requester. Once the Speller requester is open, it can be moved to any place on the screen, or depth arranged behind a document window.

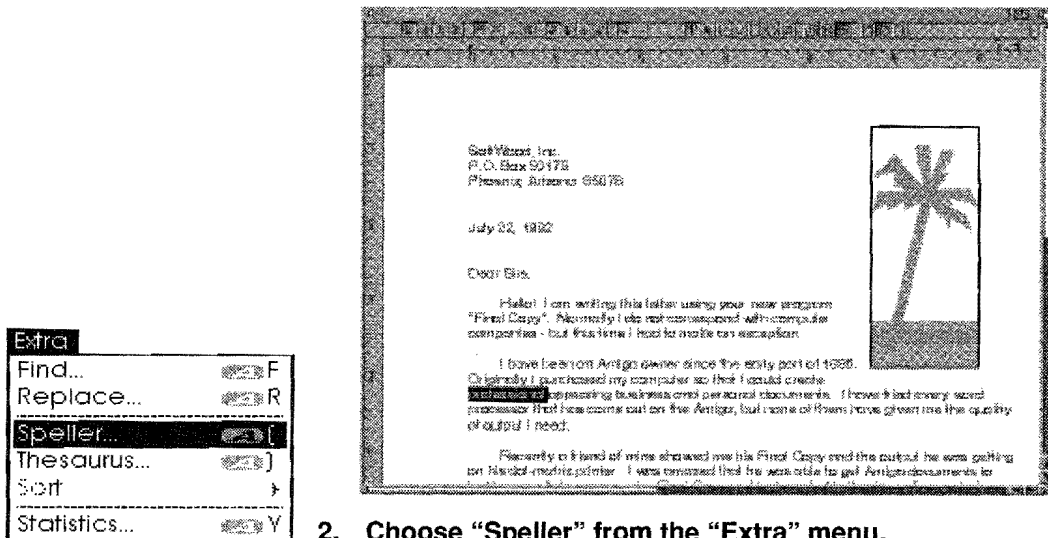
There are two ways the speller can be used: "Word Verify" mode, and "Document Scan" mode. In "Word Verify" mode you instruct the speller to verify a single word in your document text. In "Document Scan" mode, you instruct the speller to scan a document starting at the insertion point, and continue until the end of document, or until you tell it to stop.

"Word Verify" mode

When checking a single word, the speller will check any word that you have selected. If you have selected more than one word, the speller will only check the first word in the selected range.

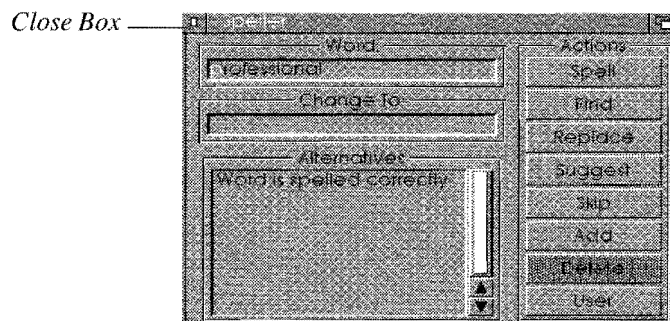
To check a single word in your document:

1. Double-click the mouse on the word to be verified.



2. Choose "Speller" from the "Extra" menu.

The “Speller” requester will appear and the word is verified. The speller will display a message indicating whether or not the word is spelled correctly.



If the word is not spelled correctly, you can use any of the “Speller” requester’s options for obtaining suggestions or adding the word to your user dictionary.

3. **Click the mouse in the Speller requester’s “Close Box” when you are finished using it.**

“Document Scan” mode

When scanning a document, the speller will start at the position in a document where the insertion point is.

To begin a document spell check:

1. **Set the insertion point where you want the spell check to begin, and choose “Speller” from the “Extra” menu.**

The “Speller” requester will appear on your screen.

2. **Click on the “Spell” button.**



The spelling check will begin at the insertion point, wrapping around if necessary to examine the entire document for errors. As they are found, potentially incorrect words will be highlighted in your document, and the highlighted word will appear in the “Word” data entry area of the “Speller” requester. A message indicating the potential error simultaneously appears in the “Alternatives” section of the requester.

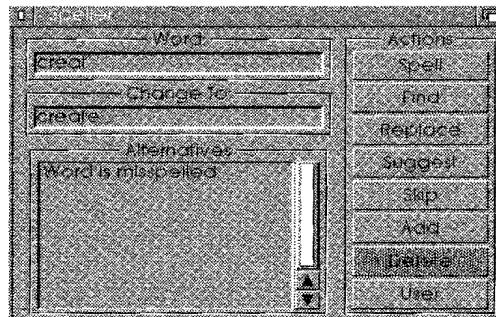
Correcting spelling errors

Once a potential error has been identified, Final Copy offers you several ways in which to correct it. You may enter the replacement from the keyboard, ask Final Copy to provide a list of potential alternatives from which to choose, or you may skip a word that has been incorrectly flagged by the spell checker. Please remember that if you have turned on the “Auto Suggest” feature in the “Speller Preferences” requester, spelling alternatives will be provided automatically for every flagged word.

In any of these correction scenarios, the spell checker will automatically resume its document scan after the revision has been made.

To correct an error from the keyboard:

1. Click the mouse in the data entry area next to “Change To”, and type in the correct word.



2. After verifying that the word you have typed in appears as you wish it to, click on the “Replace” button.

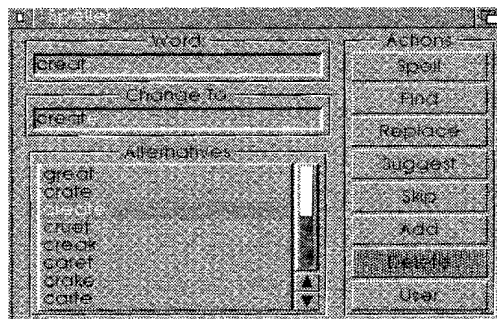
The original highlighted word in your document text will be replaced with the characters you typed.

To ask for spelling suggestions:



1. After the word has been highlighted on the screen, click on the requester’s “Suggest” button.

A list of correctly spelled alternatives will appear in the “Alternatives” section of the requester. The first word in the list is the one the spell checker considers the most likely replacement for the word highlighted in your document. This most likely word will automatically appear in the “Change To” data entry area.



2. If the spell checker's most likely alternative is not the correct replacement, you may examine the remainder of the list. If the list is lengthy, use the scroll bar to move through the remaining alternatives.

To make a correction using the "Alternatives" list:

1. Once you have determined which of the alternatives is the correct replacement, select that word by clicking the mouse on it.

The word you selected will appear in the "Change To" data entry area in the requester.



2. Click on the requester's "Replace" button.

The highlighted word in your document will be replaced with the alternative word you selected.

To ignore a word the speller thinks is misspelled:

1. Determine if the word highlighted by the spell checker is actually spelled correctly.

Final Copy's spell checker will automatically flag any word that does not appear in the main or user dictionaries. It is always a good idea to verify the correct spelling of such words before skipping the word.



2. Click on the requester's "Skip" button.

The spell checker will automatically skip over other instances of the same word as long as the "Speller" requester is open.

Adding words

Final Copy flags words as possible misspellings when it cannot find them in either the main or user dictionary. You can add any word to the user dictionary so it will not be flagged again.

To add a word to the user dictionary during a spelling check:

1. Verify that the highlighted word is spelled correctly and that it should be added to the user dictionary.
2. Click on the requester's "Add" button.



The word will be added to the user dictionary. If you are examining your entire document for errors, the spell checker will automatically continue its scan. All future instances of the word will be verified against the spelling you have entered in the user dictionary. The word will only be highlighted in the future if it does not match the entry in the user dictionary.

Deleting words

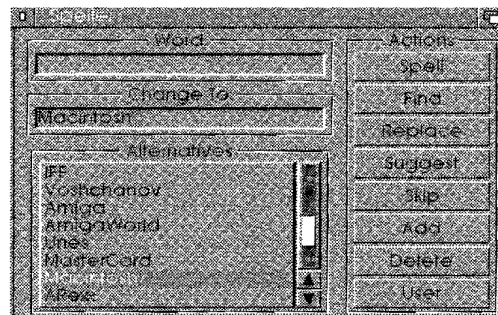
You can remove a word from the user dictionary when you no longer want that word to be accepted as a correctly spelled word.

To delete a word from the user dictionary:

1. Click on the requester's "User" button to bring up the list of words in the user dictionary.

The list will appear in the "Alternatives" section of the requester.

2. Click on the word to be deleted.



4. Click on the "Delete" button.

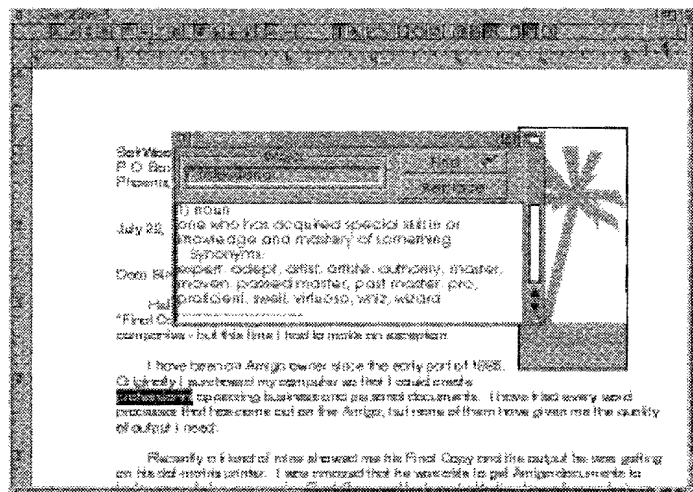
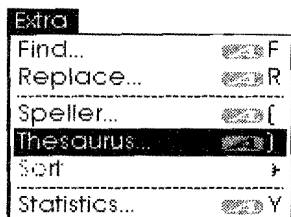
Using the thesaurus

Final Copy's thesaurus is a tool that helps you find the best word for a given situation. The thesaurus gives a list of synonyms for words you specify.

To use the thesaurus for a word in a document:

1. Double click on the desired word.
2. Choose "Thesaurus" from the "Extra" menu.

The "Thesaurus" requester will appear on your screen. Notice that the selected word appears in the "Word" data entry area, and that a number of definitions and alternatives are listed.



3. Review the list, using the scroll bars if necessary.
4. If you would like to view additional lists of alternatives, click on any word in the current list, then click on the "Find" button.

A new list of definitions and synonyms will appear.

5. Once you have found the desired word to replace the selected word in your document, click on that word in the list.
6. Click on the "Replace" button.

The selected word in your document will be replaced with the word from the list.

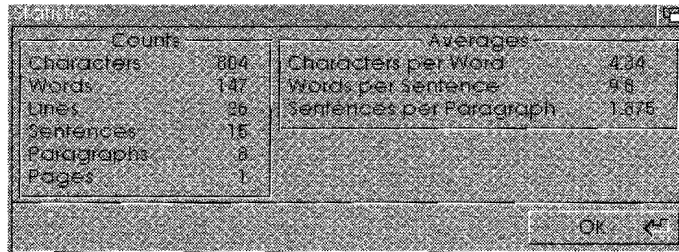
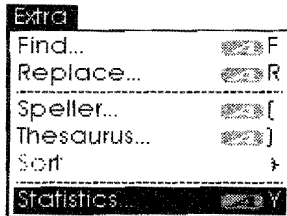
Obtaining document statistics

Final Copy's document statistics feature is helpful if you are writing a document that has certain limitations on the number of words, number of pages, etc.

To obtain document statistics:

1. Choose "Statistics" from the "Extra" menu.

The "Document Statistics" requester will appear on the screen.



Notes...

9

Perfecting a
Document

Printing a Document

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Printing a Document

Now that your document has been created, revised, formatted, and made perfect in every way, it is time to print. This chapter includes all the information you will need to know to print your document successfully.

10

Printing a Document

Printing a document

Final Copy™ provides two ways of printing: draft, and final.

Draft In draft mode the program uses the built-in mono-spaced font of a printer to produce output. Draft mode is used primarily for quick printouts of your text during proofing. In draft mode all graphics, headers, footers, and formatting are ignored. You can set margins to be used for draft printing, but these are used only in printing - not on the screen.

Final In final mode the program prints a document exactly the way it appears on the screen. Final mode printed to a PostScript printer or file is usually very fast. Final mode printed to a graphic printer is slower. Final mode always results in the best output a printer is capable of.

How to print a document

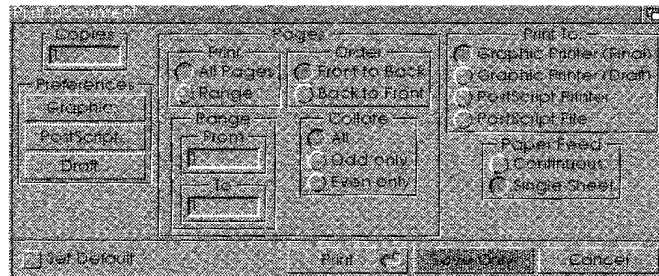
Printing a document is simple, however it is necessary to ensure that your computer is prepared to print - this includes installing and selecting the appropriate printer driver. In addition, you may want to modify some of Final Copy's print settings to suit your needs.

To print a document:



1. Choose "Print" from the "File" menu.

The "Print Document" requester will appear.

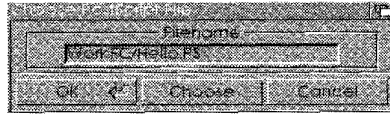


2. Modify any settings you wish to change.

Refer to the next section for full details on settings that can be modified in the "Print Document" requester.

3. Click on the "Print" button.

If you are printing to a PostScript file, a requester will appear prompting you for the name of a file to write the PostScript® information to.



Supplied in the requester will be a default name. You can either use the default name, change the name in the requester, or use the “Choose” button to specify a name via a file requester.

How to stop printing

While a document is being printed, the program will display the “Printing Document” requester. You can cancel or stop printing while printing is occurring as long as this requester is on the screen.

To stop printing:

1. Click on “Stop” in the “Printing Document...” requester.

Information in the print buffer will still be printed, but no more information will be sent to the printer by the program.

The “Print Document” requester

Final Copy™ provides considerable flexibility in producing printed output. The options and settings that are available via the “Print” requester can be modified to suit your needs. When the “Print” requester is displayed, all options are set to either their default values, values that you have saved, or values from your last print.

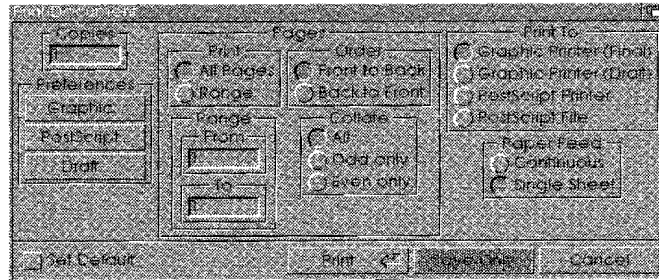
To access the “Print Document” requester:

1. Choose “Print” from the “Project” menu.

If you have not specifically saved the “Print” requester’s settings, the settings displayed will be the program’s default values set by SoftWood. If you have saved the “Print” requester’s settings, those settings will be the program’s default values, and will be shown in



the “Print” requester. Some settings may be carried over from a previous printing as long as the document has not been closed since the last time it was printed.



Below are descriptions of the settings found in the “Print” requester, and how you can use them:

Copies - Enter the number of copies of your document that you want printed in the “Copies” data entry area.

Preferences - Click on these buttons to access additional print options. These options are discussed in later sections of this chapter.

Pages - Clicking on the button preceding “All” will cause Final Copy to print your document in its entirety. If you only want a certain range of pages to print, click on the button preceding “Ranges” and enter the first and last pages of your desired range in the data entry areas under the words “From” and “To”.

Order - This option is used to specify the order in which pages of your document are printed when printing in Final print mode.

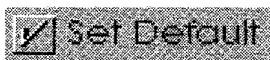
Collate - This option defines which pages are printed when printing in Final print mode. Normally you will use the “All” setting. If you are printing two-sided pages, you can use the “Odd only” option to print pages 1,3,5, etc., turn the printed pages over, and then use the “Even only” option to print pages 2,4,6, etc.

Print To - This option specifies where Final Copy™ is to print. If you are printing to a printer, you will either specify Graphic Printer or PostScript®

Printer. If you are saving PostScript® data to a disk file so you can take it to someone who has a PostScript® printer, you should use the “PostScript® File” option. See “PostScript® Printing” later in this chapter for more information.

Paper Feed -

This option defines the way your printer handles pages. Laser printers and printers with sheet feeder are specified as “Single Sheet”; otherwise use “Continuous”.



Set Default -

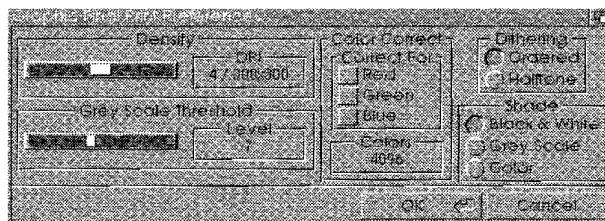
Check this if you want the “Print Document” requester’s settings to be saved as the program’s default values.

Graphic preferences

Settings that affect Final mode printing on graphic (non-PostScript®) printers are found in the “Graphic Preferences” requester.

To access the “Graphic Final Print Preferences” requester:

1. Click on the “Graphic” button in the “Preferences” section of the “Print Document” requester.



Below are descriptions of the settings in the “Graphic Final Print Preferences” requester:

Density -

Graphic printers print by creating images out of a series of dots. Density is a term used to describe the quantity of graphic dots in a given space on the printed page. Different printers have different densities. Some have a number of available densities. Final Copy lets you

select from seven different density settings (1 is low density, 7 is high density). However, not all density settings may be available for your printer. If you are unsure of the number of densities available for your printer, or the dots per inch of each, click on each density button and observe how the numbers in the "DPI" box change. A higher density will increase the amount of time it takes to print your document and, with some printers, may result in muddy colors.

Threshold -

This setting determines which colors on the screen are printed as white, and which are printed as black when the "Shade" option is set to "Black & White".

Color Correct -

If you are printing color graphics, this setting helps you to better match screen colors to the colors produced by the printer. Without color correction, the printer device can print all 4096 colors displayed by the Amiga® on a color printer. However, as color correction is applied, the total number of printed colors is reduced by 308 shades for each color selected for correction. The total number of colors available is always displayed in the area under the word "Colors".

To see the effect of color correction, you may wish to print a picture with solid red, green, and blue shades once with color correct on, and once with it off. Then compare the two pictures with the screen display.

Dithering -

Dithering refers to the way in which colors are produced on the printed page. It enables you to produce printouts with various shades on a printer that only uses four colors. Dithering only applies to color or grey scale printing.

Ordered dithering - color intensities are formed using an ordered dither method. Ordered dithering produces shades on the printer using an ordered pattern of dots.

Halftone dithering - Color intensities on the printer are formed using a halftone dither method. This technique is similar to the one used in newspapers and comic books. It works best on high density printers (greater than 150 dots per inch).

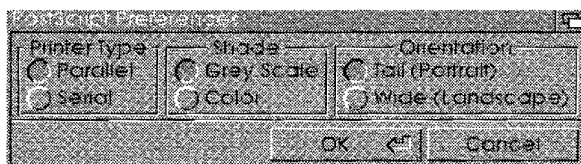
Shade - Use this setting to specify whether documents are to be printed in color, black & white, or shades of grey. For faster printouts use black & white.

PostScript® preferences

Settings that affect printing to a PostScript® printer, and printing PostScript® information to a disk file are made in the “PostScript® Preferences” requester.

To access the “PostScript® Preferences” requester:

1. Click on the “PostScript®” button in the Print requester.



Below are descriptions of the settings in the “PostScript® Preferences” requester.

Printer Type - Use this setting to define to Final Copy™ whether your laser is connected to your Amiga® through the Parallel or Serial port.

Shade - This setting defines whether you want color PostScript® information generated. If you are not printing to a color PostScript® printer, set shade to “Grey Scale”.

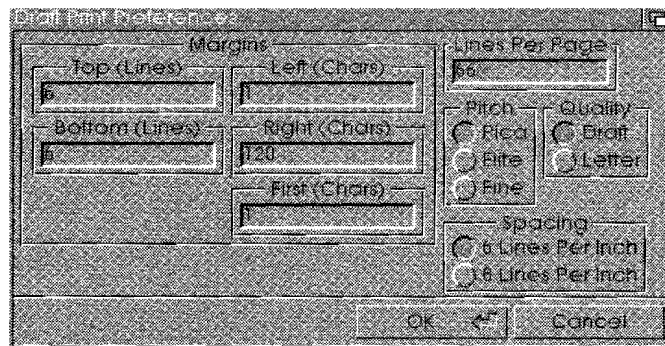
Orientation - If you want your page printed in the normal fashion, set this option to “Tall”. If you want to print sideways, set this option to “Wide”.

“Draft Preferences” requester

The settings in the “Draft Preferences” requester affect printing in draft mode. Draft mode is not available on PostScript® printers. If you choose to print to a PostScript® printer or disk file, the Print Draft option is not available.

To access the “Draft Preferences” requester:

1. Click the mouse on the “Draft” button in the “Print” requester.



Below are definitions for the options and settings in the “Draft Preferences” requester:

Lines -

Use this option to specify the size of your page in terms of the maximum number of lines that can be printed on it. This setting will depend upon the vertical size of your page, the “Spacing” option (also found in the “Draft Preferences” requester), and the printable area on the page. Below are a few examples:

Page Size	Spacing	Feed	Paper Length
8 1/2 X 11	6	Continuous	66
8 1/2 X 11	8	Continuous	88
8 1/2 X 11	6	Sheet	54
Label	6	-	6

Margins

Top -

Top margin is the number of lines from the top of the printable area of a page that you do not want to print on. This value is measured from the top of the printable area. For example, a one inch top margin on a continuous feed printer, using "6 lines Per Inch" spacing, would require a Top Margin value of 6. On a continuous feed printer, there will already be a top margin equal to the non-printable area at the top of the page.

Bottom -

Bottom margin is the number of lines from the bottom of the printable area of a page that you do not want to print on. If you are using a sheet fed printer, there will already be an area at the bottom of the page where printing can not occur.

Left -

Left margin is the number of characters from the left of the printable area of a page that you do not want to print on. For example, a one inch left margin using Pica (10 characters per inch) pitch would mean a Left Margin value of 10.

Right -

Right margin is measured from the left side of the printable area of a page. It defines the maximum width to print on. For example, on a page with a printable area of 8 inches, using Elite (12 characters per inch) pitch, a one inch Right Margin would require a value of 84 ((8 inches - 1 inch) X 12 characters per inch).

First -

First margin is the number of characters from the left side of the printable area of a page you want to indent when printing the first line of a paragraph.

Pitch -

Pitch defines which mono-spaced printer font you want to print with. Pica gives you 10 characters per inch, Elite gives you 12 characters per inch, and Fine gives you condensed print.

Spacing -

Spacing defines the vertical placement of lines on a page as a function of lines per inch.

Quality-

Quality defines the type of printer font you want to print with.

PostScript® printing

If you have a PostScript® laser printer, or if you know someone who does, you can use Final Copy's™ built-in PostScript® printer driver. For best results be sure to use the fonts in the PSFonts drawer on the FCExtras disk when creating your document. These fonts are similar to fonts that are generally included in PostScript® printers. See Appendix E for a list of fonts in the PSFonts drawer along with their similar PostScript® names.

Final Copy's PostScript® output can be directed to your Amiga®'s parallel (PAR:) or serial (SER:) device. It may also be re-directed to a file which can be taken to a typesetting service and printed.

Communicating with the Serial Port

Final Copy™ will communicate through the serial (SER:) device to a PostScript® printer using the current serial Preference settings. The output generated is strict (7-bit) ASCII to provide widest acceptance on the host PostScript® printer.

Preferences

Making sure your Amiga® has the proper serial connection with the printer is very dependent on the output device. The default settings of either 9600 or 1200 baud, 8 bits/char, No parity, 1 stop bit, and XON/XOFF handshaking usually work with no problems.

Handshaking

Often, when a simple document is printed, it works fine, but when a complex document is printed, the printer produces no output. In most cases, this is due to a handshaking problem and can be corrected by matching the handshake between the Amiga® and the printer.

To find out what handshaking your printer uses run the PostScript® program show below. Use a text editor like emacs or ed. You can also use Final Copy but make sure you save the file as ASCII.

```
/Helvetica findfont 20 scalefont setfont
40 200 moveto
statusdict begin
25 sccbatch
(The Options number is ) show
10 string cvs show
(. The baud rate is ) show
10 string cvs show
end
showpage
```

Save the file as “shake” and exit the editor. From the CLI, copy the shake file to the serial port with a command such as “copy shake ser:” This will send the PostScript® program to the printer where it will be run. The printer should print a sheet of paper. If nothing seems to happen, cycle the power on the printer, wait a moment, and try again. The output should read:

The Options number is 0. The baud rate is 9600

If your options number is in the range of 0-3, the handshake is properly set to Xon/Xoff. If your options number is in the range 4-7, there is a problem - the printer is set to DTR handshake. This won't work well with the Amiga®.

The options number is interpreted as follows:

0 or 4	Ignore parity
1 or 5	Odd parity
2 or 6	Even parity
3 or 7	No parity

For the Amiga®, the options should be set to **0**.

Some printers have switches or front panel controls for the options and baud rate. If you have one of these, look in your manual for the correct settings. Other printers require a PostScript® program like the one given below.

Replace **BAUD** and **OPTIONS** with the numbers you wish to set.

```
serverdict begin 0000 exitserver
statusdict begin
25 BAUD OPTIONS setsccbatch
end
```

Type the program in using your text editor and run it by copying it to the SER: device as described above. This will change the internal baud and options settings. The settings will stay in effect even if you turn the power off. You should not change the settings more often than necessary, though. The EEPROM device that stores the settings wears out after about 10,000 uses.

After running the program, either send a CTRL-D to the printer or wait 30 seconds for the changes to take effect.

Advanced topics

The “sw_prologue.ps” file

Located in the “FCFiles” drawer is the file, “sw_prologue.ps” This file must be available for Final Copy™ to generate PostScript® output. If Final Copy™ is properly installed, this file will be available at all times. Please do not modify “sw_prologue.ps”.

PostScript® programmers can do customized procedures using the “user-def.ps” file.

The “User-Def.ps” file

Although the file “user-def.ps” is not included on your Final Copy™ disks, a PostScript® programmer may want to create a few custom PostScript® procedures for doing such things as color separations, page registration marks, etc. Final Copy leaves these options open for the PostScript® programmer.

When printing, Final Copy™ looks in the “FCFiles” directory for the file, “user-def.ps”. If the file is found, it is inserted into the PostScript® output, giving the user a chance to define a few custom PostScript® procedures that will be called while the document is printing. Those PostScript® procedure names are:

UserDoc
UserBOP
UserEOP

UserDoc is called right before the document begins printing. This gives the PostScript® programmer the ability to set up device-dependent information such as undercolor removal, halftone screens, and the like.

UserBOP is called at the beginning of each page, and UserEOP is called right before each page is ejected from the printer. These two procedures can be used to print registration marks or other information that you want to print on each page.

Final Copy™ also keeps a few PostScript® variables current while the document is printing. These variables are:

u_doc	- The document name
u_time	- The current time (as of printing)
u_date	- The current date
u_page	- What page number we are printing
u_copy	- What copy of this page is printing
u_pageht/u_pagewd	- The document's page dimensions

The variables “u_doc,” “u_time,” and “u_date” are updated when the document begins printing, and can be used inside the user's procedures to print cover sheets or for typesetting information printed in the margins of each page.

The variables “u_page” and “u_copy” are also useful for typesetting information printed on each page. “u_copy” is particularly useful for doing color separations. You may specify that Final Copy print four copies of the document, and your “UserDoc” or “UserBOP” procedure may use the variable “u_copy” to set up halftone screens and color separations for Cyan, Magenta, Yellow and Black.



Form Letters

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Form Letters

With Final Copy, you can create a form letter, a list of recipients, and print an individualized copy of the form letter for each recipient. Included in this chapter are instructions on:

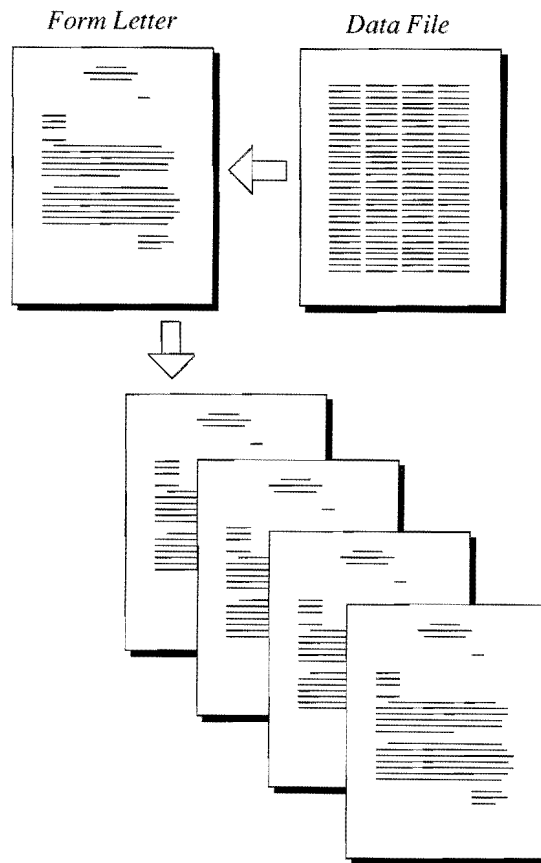
- Creating and saving merge data.
- Creating a form letter.
- Merging data with a form letter.

Producing form letters

To print form letters in Final Copy, you need:

- A form letter document containing the text that is the same for every copy of the letter, and indication where custom data unique for each copy is to be inserted.
- A data file containing actual information that is different for each letter, such as the names and addresses of recipients.

The form letter and the data file are combined using the "Print Merge" command to print individualized form letters.



*Multiple versions of printed document
(Form Letters)*

Creating a data file

In the discussions that follow, "row" is used to refer to a collection of related data; and "field" is used to refer to a piece of data within a row. For example in a name and address data file, a row refers to all information for one person; while field refers to a person's name.

A data file is an ASCII disk file where fields are separated by comma or tab characters, and rows are separated by a newline (0x0a) or return (0x0d) character. For example, in a name and address data file, each person's name and address information (row) is separated from another person's name and address by a new line or return character. Within each row the name, address, city, state, etc., fields are separated from each other by either a comma or tab character. Although either a tab or comma can be used to separate data, only one method can be used in any given data file. Therefore, if data is separated with a tab for one row of data, a comma can not be used to separate data on another row.

Final Copy uses the first row of a data file to determine the names of fields. Therefore in a name and address data file, the first row could contain the words "First" "Last" "Address" "City", etc. Subsequent rows would contain the actual names and address.

To summarize, the rules governing the format of data files that can be used in Final Copy's Form Letter feature are:

- Data file must be an ASCII data file.
- Rows within a data file are separated by either a new line or a return character.
- Fields within a row are separated by either a tab or a comma character. Only one method of separating fields can be used in any given data file.
- The first row of a data file must contain the names of the fields contained in the file.
- The sequence of fields within a row must follow the sequence of field names used in the first row.

A typical name and address data file might appear as:

First	Middle	Last	Street	City	State	Zip
Woody		Williams	1200 Company Str.	Tempe	AZ	12345
Terry	B.	Wright	43 Sailboat Ave.	Tempe	AZ	32321
Mary	L.	Unes	55 Golf Street	Phoenix	AZ	39393
Pat	F.	Brouillette	23 Rock Climb Rd.	Tempe	AZ	38290
Ben	T.	Fuller	553 Amiga Lane	Mesa	AZ	3234

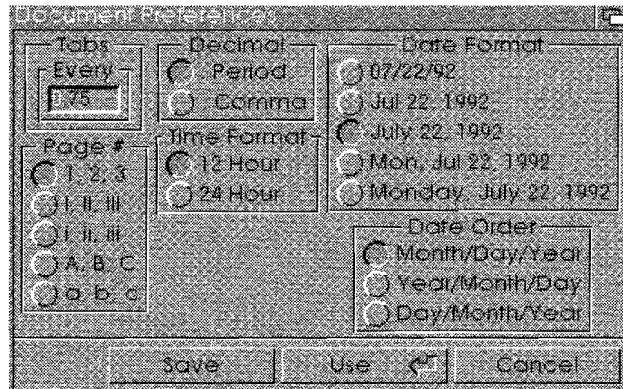
NOTE. Where a field does not exist within a row, only the separating character is entered.

Tips for setting up a data file document

You may want to modify two preference settings to make entering, saving, and opening a data file more convenient. These preferences are:

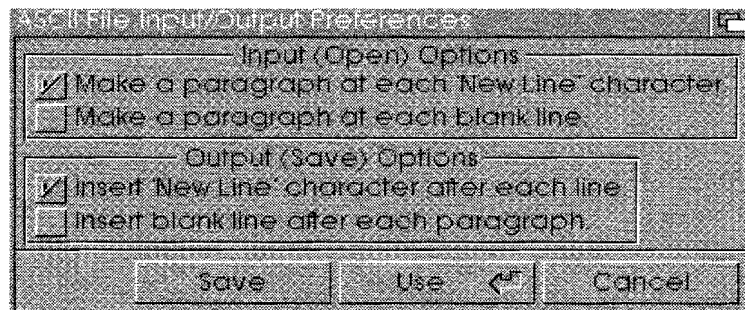
"Tabs every" value

Final Copy has a default tab distance value that is set in the "Document Preferences" requester. This value specifies the distance the program will move the insertion point whenever you press the Tab key where no tab stops are set. When you are creating a data file, and intend to use a tab character to separate data, you may want to set this value larger than Final Copy's original default value. We recommend setting the "Tabs Every" value in the "Document Preferences" requester to at least .75 inches.



ASCII I/O Preferences

We recommend the following settings for the ASCII I/O Preferences used to read and write your data file.



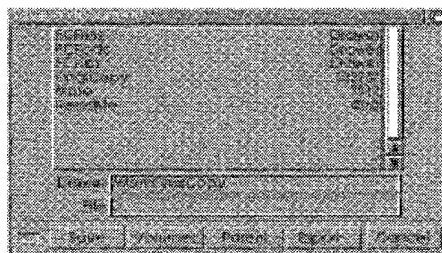
Saving a data file

If you use Final Copy to edit and save your data file, you will need to save it as an ASCII file. In order to do this properly, always use the "Save As" feature rather than "Save". The reason for this is that "Save" will always save an existing file as a formatted Final Copy document. By using the "Save As" feature, you can specify that the ASCII format is to be used.

To save a data file in Final Copy:

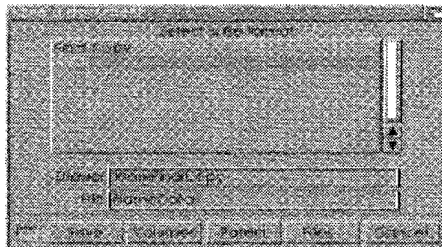
1. Choose "Save As" from the "Project" menu.

A file requester will appear.



2. Use the file requester to locate where you want the data file to be saved.
3. Insert in "File" whatever name you want to save the file as. If you are saving a data file that already has been saved, click the mouse on the name of the file in the file requester's list.
4. Click on the "Export..." button in the file requester.

A list of file formats will be shown.



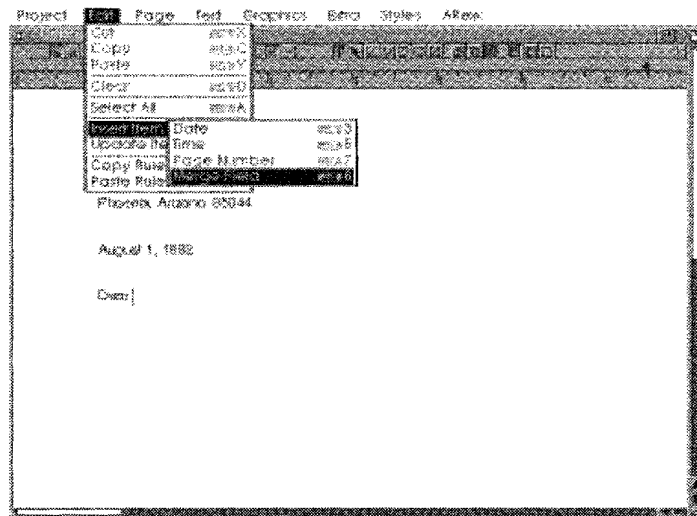
5. Click on the word "ASCII", and then click on "Save".
The file will be saved as an ASCII file.

Creating a form letter

A form letter is created in Final Copy like any other document. The only difference is that wherever you want data to be merged into the text from a data file, you will choose the "Insert Merge Field" menu item and specify the name of the field that is to be merged. Once a merge field definition has been inserted, you can change it, remove it, and even change its type attributes.

To insert a merge field definition:

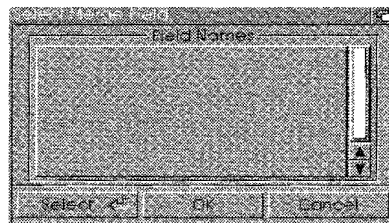
1. Make sure the insertion point is where you want data to be inserted from the data file.



2. Choose "Merge Field" from the "Insert item" sub-menu located in the "Edit" menu.

The "Select Merge Field" requester will be displayed.

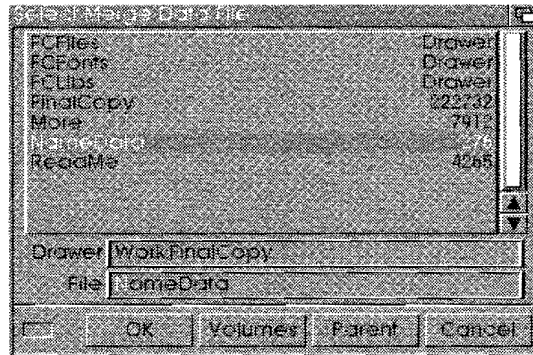
3. If the "Fields" list is empty:



A. Click on the "Select..." button.

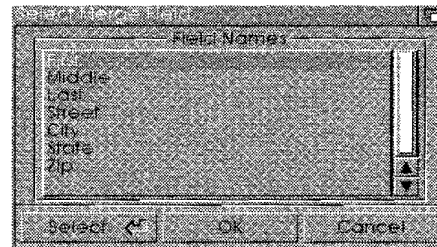
A file requester will appear.

B. Use the file requester to locate a data file that contains the names of the merge fields in the first row of the file.



C. Once the data file is located, double-click the mouse on its name.

Final Copy will read the data file, locate the field names, and place the names into the "Field Names" list.



4. Double-click the mouse on the name of the field in the "Field Names" list whose data is to be merged.

Final Copy will remove the requester, and insert the field's name into your document surrounded by double-bracket characters.

For example, "<<First>>".

5. Continue typing your form letter and repeat the above steps for each merge field.

Changing a merge field's type attributes

A merge field created by Final Copy can have its own unique type attributes. For example, your form letter could be in Times-Roman while data merged into a particular merge field could be Times-Bold.

To change a merge field's type attributes:

1. **Click the mouse on the merge field whose attributes are to be changed.**

Final Copy will select the entire merge field including its surrounding brackets.

2. **Set the type attributes using the Text menu items or the "Type Specs" requester.**

Changing a merge field's data name

You can change your mind as to what field is to be merged in a merge field that is already defined.

To change a merge field's data name:

1. **Click the mouse on the merge field whose data name is to be changed.**

Final Copy will select the entire merge field including its surrounding brackets.

2. **Choose "Merge Field" from the "Update item" sub-menu located in the "Edit" menu.**

The "Select Merge Field" requester will be displayed.

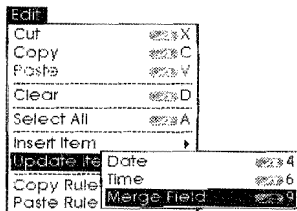
3. **If the "Field Names" list is empty:**

- A. **Click on the "Select..." button.**

A file requester will appear.

- B. **Use the file requester to locate a data file that contains the names of the merge fields in the first row of the file.**

- C. **Once the data file is located, double-click the mouse on its name.**



Final Copy will read the data file, locate the field names, and place the names into the "Fields" list.

4. Double-click the mouse on the name of the field in the "Field Names" list whose data is to be merged.

Final Copy will remove the requester, and insert the field's name into your document replacing the name that was there before.

Removing a merge field

You can remove a merge field from a form letter at any time.

To remove a merge field:

1. Click the mouse on the merge field to be removed.

Final Copy will select the entire merge field including its surrounding brackets.

2. Press the DELETE or BACKSPACE key.

The merge field will be removed from the document.

Saving a form letter

A form letter is saved as a Final Copy document. There is nothing special about saving a form letter - do it just as you save any other document.

Merging data with a form letter

Once you have created a form letter and a data file you can instruct Final Copy to merge the data file with the form letter. This process will print an individualized copy of the letter for each recipient in the data file.

To merge data with a form letter:

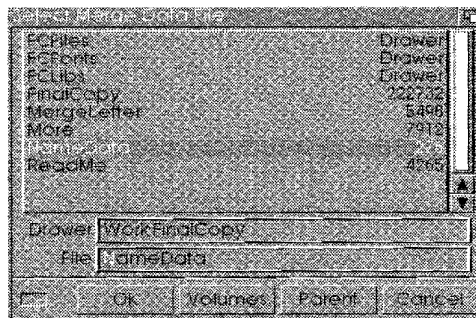
1. If the form letter document is not already open, choose "Open" from the "Project" menu, and open the form letter like you do for any other document that you open.



2. Choose "Print Merge" from the "Project" menu.

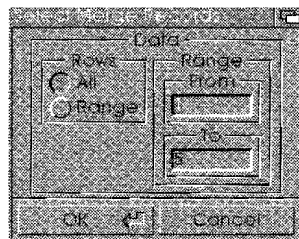
Final Copy will display the "Select Merge Data" file requester.

3. Use the file requester to locate the data file you want to use for the merge.



4. Once the data file is located, double-click the mouse on its name in the file requester's list.

The "Select Merge Records" requester will appear.

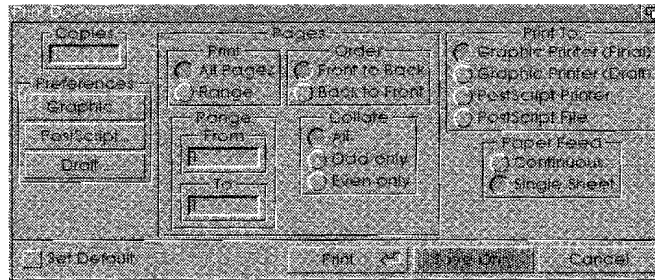


Final Copy will analyze the data file and determine the number of rows (records) contained in the file. It will put the number "1" in the "From" range, and the last record number found in the "To" range. This gives you the ability to select which group of data records are to be merged. This feature is handy if you have to restart a merge because of a printer error or some other problem.

5. If you want to print all rows in the data file, click the mouse on "All". If you want to print a range of rows, click the mouse on "Range", enter the beginning row # in the area labeled "From", and enter the ending row # in the area labeled "To".

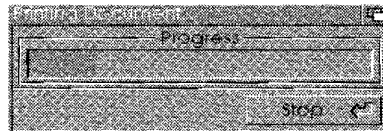
6. Click on the "OK" button in the "Select Merge Rows" requester.

Final Copy will display the "Print" requester.



7. Use this requester just as you would if printing a single document. Refer to Chapter 10 for details on using this requester.

Final Copy will display the "Printing..." requester and will begin to merge rows of data with the form letter. Each page of the form letter will be printed for each data record merged. You can cancel this process at any time by clicking the mouse on the "Stop" button.



ARexx Support

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ARexx Support

Advanced users can use Final Copy's ARexx facility to create "macro" programs. These macros can execute Final Copy commands as well as commands understood by other programs. In order to use ARexx it must be installed on your system. ARexx is included as part of the Amiga® 2.0 operating system, but must be purchased separately in earlier versions.

This chapter describes commands that can be used in an ARexx macro to execute Final Copy.

Using ARexx in Final Copy

To use ARexx in Final Copy you must have ARexx installed on your computer and be familiar with the ARexx language. ARexx is considered a feature for "advanced" users.

An ARexx macro program is usually created in a text editor, but can also be created in Final Copy and saved as an ASCII file. Each Final Copy document window has its own ARexx port. The name of this port always begins with "FinalC." and ends with a number indicating the order in which the window was opened. For example, the first window opened has an ARexx port name of "FinalC.1"; the second window opened has a port name of "FinalC.2".

Sending scripts to ARexx.

You can create as many ARexx scripts as you want for Final Copy.

ARexx	
Other...	M
AMacro_1	F1
AMacro_2	F2
AMacro_3	F3
AMacro_4	F4
AMacro_5	F5
AMacro_6	F6
AMacro_7	F7
AMacro_8	F8
AMacro_9	F9
AMacro_10	F10

Up to 10 ARexx scripts can be assigned to Final Copy's "Macros" menu. These scripts can be accessed by choosing the appropriate menu item or by pressing one of the F1-F10 function keys. The names for these scripts must begin with "AMacro_" and end with a number from 1 to 10 (AMacro_2). These scripts must exist in the same drawer that the Final Copy program is in.

Another 10 ARexx scripts can be accessed by pressing the ALT key and one of the F1-F10 function keys. The names for these scripts must begin with "AMacro_" and end with a number from 11 to 20. These names will not appear in Final Copy's ARexx menu. These scripts must exist in the same drawer that the Final Copy program is in.

Any ARexx macro can be executed within Final Copy using the "Other" menu item in the "Macros" menu. When you choose the "Other" menu item, a file requester will appear which you use to locate the script to be executed.

ARexx errors

Final Copy returns one of the following numbers in the ARexx variable "RC" after each ARexx command it processes.

- 0 No errors
- 5 Warning
- 10 Command failed
- 20 Command has invalid arguments
- 100 Unknown or invalid command
- 200 Can't open fcarexx.library

Commands syntax

In the list below each command is listed followed by any parameters it requires, and a description of what the command does. Bracket characters "<" and ">" indicate required parameters. The vertical bar character "|" separates commands for documentation purposes only. Parenthesis characters "(" and ")" indicate optional parameters.

Menu Commands

Most of Final Copy's macro commands duplicate an equivalent menu command. These commands let you execute Final Copy menu commands from within macro programs.

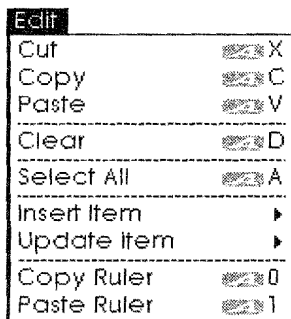
"Project" menu commands



- New** Create a new document window.
- Open (filename)** If "filename" is not given, present the "Open" requester. If "filename" is given, open that file. If "filename" is given, it must include a complete path name.
- Save (filename)** Save document to disk. If document has not been saved before, display the file requester.
- SaveAs** Present the file requester to get a name to copy the current document file to.
- Print (final | draft | postscript | fsfile | prompt)** If no argument is present, print a document in Final mode.

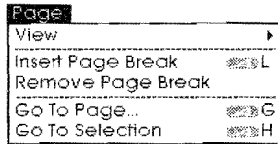
- PageSetup** Present the "Page Setup" requester.
- Preferences** <display | ASCII | startup | speller | hyphenation | document | colors>
Present the specified preference requester.
- Quit (force)** Close the current window and quit the program, if this is the only document open. If there are changes to be saved, the program will ask if changes are to be saved.

"Edit" menu commands



- Cut** Copy the selected range of text to the Clipboard, and then clear the selected range of text from the document.
- Copy** Copy the selected range of text to the Clipboard.
- Paste** Paste Clipboard text in the document at the insertion point.
- Clear** Clear the selected range of text from the document.
- SelectAll** Select all text in the part of the document (body, header, or footer) currently being edited.
- Insert** <graphic | date | time | pagenumber>
Insert the specified item into the document.
- UpdateDate** Update the date strings in the selected range of paragraphs.
- UpdateTime** Update the time strings in the selected range of paragraphs.
- CopyRuler** Copy the ruler settings of the paragraph the insertion point is in.
- PasteRuler** Change the ruler settings of the paragraph the insertion point is in, or the selected paragraphs, to the ruler settings from the previous CopyRuler command.

"Page" menu commands



View (25 | 50 | 75 | 100 | 125 | 150 | 200 | 400 | normal)

Change the view size.

InsertPageBreak

Insert a forced page break at the insertion point.

RemovePageBreak

Remove a forced page break from the current paragraph.

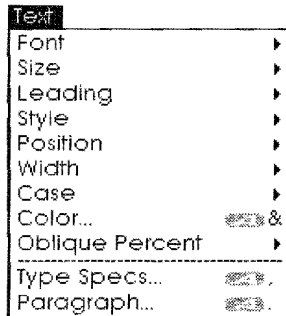
GoToPage (page)

Scroll the document to the page specified by "Page". If "Page" is not specified, present the "Go To Page" requester. This does not change the location of the insertion point. Display the "Go To Page" requester.

FindCursor

Scroll to the insertion point.

"Text" menu commands



Font (fontname)

Change the text font to the specified font. If "Fontname" is not specified, the "Open Font" requester is displayed. "Fontname" may contain an optional path. If there is no path, the font is looked for in the default font drawer.

FontSize (size) Change the font size. If the "size" parameter is not specified, open the "Font Size" requester.

Leading (size) Change the leading size. If the "size" parameter is not specified, open the "Leading Size" requester.

Style <normal | underline | dunderline | strikethru>

Change the font style.

Position <normal | superscript | subscript>

Change text position.

Width (value) Change text width. If the "width" parameter is not given, the "Text Width" requester is displayed.

Case <normal | smallcaps | allcaps>

Change the font case.

FontColor (colorname)

Change the font color to "Colorname".

"Colorname" is the name of a color as shown in the "Text Color" requester. If "Colorname" is not specified, display the "Text Color" requester.

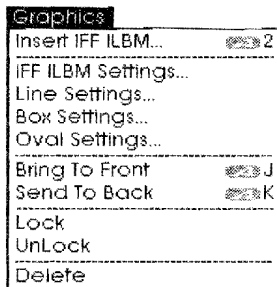
Oblique (value) Change the "Text Oblique Percent" value. If "Value" is not specified, display the "Oblique Percent" requester.

TypeSpecs Display the "Type Specs" requester.

Paragraph Display the "Paragraph" requester.

"Graphics" menu commands

See "Insert" under the Edit menu commands.



InsertILBM <filename> (POSITION page left top width height) (LINKED)

Insert an ILBM Graphic into the document using the current IFF ILBM settings. The graphic will become the current object.

- **filename** is the complete path name of the graphic to be inserted.
- If **POSITION** is specified, then the next five parameters specify the size and position of the graphic. If **POSITION** and its associated parameters are not specified, then the program will determine the size and position.
- **page** is the page number of the page (starting with page 1) that the graphic is to be placed.
- **left** is left edge of graphic.
- **top** is the top edge of graphic.
- **width** is width of graphic.
- **height** is height of graphic.
- Left, Top, Width, and Height are specified in ruler measurements or micropoints (see the **SetMeasure** command). If -1 is specified for any of these settings, the program will determine a value to use.

- If **LINKED** is specified, a link to the graphic will be saved with the document. If it is not specified, the entire graphic data will be saved.
- Return in the ARexx variable "Result" the object ID of the new graphic. Example: **InsertILBM 'Work:Pictures/Bunny' position 2 3 2 '-1' '-1'** will insert the graphic "Bunny" on page 2, with its left edge at 3 inches, top edge at 2 inches. The program will determine the width and height to be used.

Graphic (IFF | line | box | oval)

Display the specified "Settings" requester.

ObjectToBack (objectID)

Send the graphic object with id "ObjectID" to the back of all other graphic objects. The object will become the current object. If "ObjectID" is not specified or is 0, then the current object will be sent to the back.

ObjectToFront (objectID)

Send the graphic object with id "ObjectID" to the front of all other graphic objects. The object will become the current object. If "ObjectID" is not specified or is 0, then the current object will be sent to the front.

Lock

Lock the selected graphic objects in place so that they can not be moved or resized.

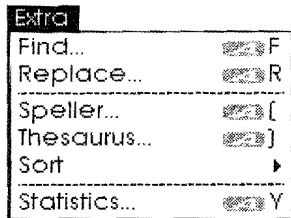
Unlock

Unlock the selected graphic objects so that they may be moved or resized.

DeleteObject (objectID)

Delete the graphic objects specified by "ObjectID". If "ObjectID" is not specified or is 0, then all selected objects will be deleted.

"Extra" menu commands



Find (text)

Display the "Find" Requester. If the "Find" requester is already open, find the text specified in the "text" parameter. See also the "SetFind" command.

FindNext

Find the next occurrence of text. In order for this command to work, the "Find" requester must be open.

SetFind (IgnoreCase | SameCase) (WrapAround |

NoWrapAround) Sets the options for the "Find" requester. Two options may be specified on the line in any order.

FindReplace

Display the "Find / Replace" requester.

Speller

Display the "Speller" requester.

Thesaurus

Display the "Thesaurus" requester.

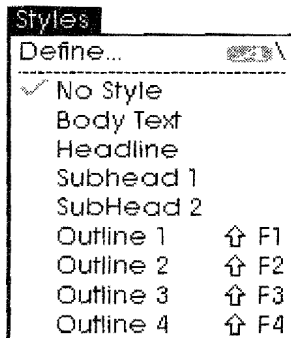
Statistics

Display the "Statistics" requester.

Sort (lowtohigh | hightolow)

Sort a selected range of paragraphs. "lowtohigh" will sort the paragraphs from low to high values. "hightolow" will sort the paragraphs from high to low values. If the sort type is not specified, "lowtohigh" is used.

"Styles" menu commands



StyleSheet <define | No Style | Stylename>

Change the stylesheet of current paragraph or selected paragraphs.

- Define - Display the "Define Styles" requester.
- No Style - Set the style to "No Style".
- Stylename - Set the style to "Stylename". "Stylename", if used, must be the name of an existing style.

Editing commands

Editing commands simulate editing a document from the keyboard. Final Copy provides the following editing macros:

Type <text>	Enter characters specified in "text" at the insertion point.
Backspace	Erase the character to the left of the insertion point, and move the insertion point and text to the right of the insertion point one character to the left.
Delete	Erase the character to the right of the insertion point. If a range of text is selected, delete the text in the range.
NewParagraph	Creates a new paragraph - same as pressing the RETURN key.
EditBody	Edit the document's body.
EditLeftMaster	Edit the document's Left Master page.
EditRightMaster	Edit the document's Right Master page.
Cursor <left right up down>	Move the insertion point in the specified direction. Additional action is determined by the status of the ALT, SHIFT and CTRL keys. See AltDown, AltUp, ShiftDown, ShiftUp, CtrlDown, and CtrlUp.
AltDown	Used with the "Cursor" command. Sets the ALT key status to DOWN.
AltUp	Used with the "Cursor" command. Sets the ALT key status to UP.
CtrlDown	Used with the "Cursor" command. Sets the CTRL key status to DOWN.
CtrlUp	Used with the "Cursor" command. Sets the CTRL key status to UP.
ShiftDown	Used with the "Cursor" command. Sets the SHIFT key status to DOWN.
ShiftUp	Used with the "Cursor" command. Sets the SHIFT key status to UP.

Ruler commands

These commands set values normally set in the ruler and in the "Paragraph" requester.

SetMeasure <ruler | micropoints>

Set the units that ruler measurements will be given in and returned in. If "ruler" is specified, the units will be expected to be in, and will be returned in, the units that the "Ruler Measure" is set to in the "Display Preferences" (inches, metric, or pica).

If "micropoints" is specified, then the units will be in micropoints (720 micropoints - 1 inch). The default measure is set to "ruler".

Indent <value> First line indent.

LeftMargin <value>

Left margin.

RightMargin <value>

Right margin.

HotZone <value>

Hyphenation "Hot Zone".

Hyphen (On | Off)

Turn "On" or "Off" paragraph hyphenation.

Justify <left | right | center | full>

Paragraph justification.

SetTab <position> <left | right | center | decimal>

Set a tab stop at "position".

Spacing <single | Onehalf | double | variable>

Line spacing.

ShowRulers <none | top | all>

Show or hide rulers.

Page Setup commands

These commands set values specified in Final Copy's "Page Setup" requester. Details on these settings can be found in Chapter 4.

ColumnGap <value>

Distance between columns.

Columns <#> Number of columns (1-6).

CustomHeight <value>

Height of a custom page.

CustomWidth <value>

Width of a custom page.

PrintArea <top bottom inside outside>

"Print Area" margins.

EditArea <top bottom inside outside>

"Edit Area" margins.

FirstPage <#> First page number (0-99999).

FooterHeight <value>

Height of footer area.

HeaderHeight <value>

Height of header area.

LeftRightPages (yes | no)

"Left/Right" pages option - default is "yes".

PageType <USLetter | USLegal | A4 | B5 | Custom>

Page type.

TitlePage (yes | no)

Title page option - default is "yes".

Print Preferences commands

These commands set values found in the Print requester and its Preference windows.

PrintAll Indicate all pages are to be printed.

PrintRange <frompage topage>

Indicate the range of pages to be printed.

PrintCopies <copies>

Set the number of copies that are to be printed.

PrintDensity <density>

Set the Graphic print density.

PrintDithering <ordered | halftone>

Set the Graphic dithering value.

**PrintSettings (continuous | singlesheet)(gfxprinter | psprinter |
psfile) (fronttoback | backtofront) (all | oddonly
| evenonly)**

Set the document's "Print Settings".

PrintShade <blackwhite | greyscale | color>

Set the Print Shade option.

PrintThreshold <threshold>

Set the Print Threshold option.

PostScript (parallel | serial) (greyscale | color) (tall | wide)

Set the PostScript Preferences.

PostScriptFile <filename>

Set the filename to use when printing to a
PostScript file.

Drawing commands

These commands are used to draw graphic objects. In the commands that follow:

- **"Page"** is the page number of a page (1st page is page 1) on which the graphic is to be drawn.
- **"Left"** is the left edge of the graphic.
- **"Top"** is the top edge of the graphic.
- **"Width"** is the width of the graphic.
- **"Height"** is the height of the graphic.

CurrentObject Return in the ARexx variable "Result" the object id of the current graphic object. If there is no current object, "Result" is set to 0.

Drawbox <page left top width height> (BEVEL)

Draw a box in the document using the current "Box Settings." The box will become the current object.

- BEVEL, if specified, indicates the box is to have rounded corners.

DrawOval <page left top width height>

Draw an oval in the document using the current "Oval Settings." The oval will become the current object.

DrawLine <page x1 y1 x2 y2> (ARROW)

Draw a line using the current "Line Settings." The line will become the current object.

- x1, y1, x2, and y2 specify the coordinates of the endpoints of the line.
- ARROW, if specified indicates the line is to have an ARROW drawn at the x2/y2 endpoint.

GetObjectCoords (objectid)

Return in the ARexx variable "Result" the coordinates for the graphic object specified by "objectid". If "objectid" is not specified or is 0, then the function will return the coordinates for the current object. The coordinates will be returned as a string in the format:

- "Page left top width height" - boxes, ovals and ILBMs.
- "Page x1 y1 x2 y2" - lines.

SetObjectCoords <objectid page left top width height>

Set the coordinates for the box, oval, or IFF ILBM object specified by "objectid". If "objectid" is specified as 0, the current object will be set.

SetObjectCoords <objectid page x1 y1 x2 y2>

Set the coordinates for the line object specified by "objectid". If "objectid" is specified as 0, the current object will be set.

GetObjectParams (objectid)

Return in "Result" parameters for the graphic object specified by "objectid". If "objectid" is not specified or is 0, then the function will return the parameters for the current object. "objectid" will become the current object. Parameters are returned as a string in the format: **"TextFlow Flowdist Linked Transparent Lineweight LineColor Fillcolor"**. Values returned will be similar to those found in the graphic's settings requester (Chapter 8). In some instances the value will be a number that equates to a position of one of this requester's radio buttons within its group.

SetObjectParams (objectid)

Change the parameters of the object specified by "objectid". If "objectid" is 0, the current object is changed. The object specified by "objectid" will become the current object.

GetObjectType <objectIDTextFlow FlowDist Linked Transparent LineWt LineColor FillColor>

Return in "Result" the type of object specified by "objectid". If "objectid" is not specified or 0, the type of the current object will be returned. Possible return values are:

- | | | | |
|----------|------------------------|----------|-------------------|
| 1 | for IFF ILBMs | 4 | for Boxes |
| 2 | for Lines | 5 | for Beveled boxes |
| 3 | for Arrow-tipped lines | 6 | for Ovals |

SelectObject (objectid)(multiple)

Select the object and make it the current object. If "objectid" is not specified, or is 0, then all objects will be deselected. If "Multiple" is specified, then the object will be selected in addition to others that are already selected.

FirstObject Return in "Result" the object id of the first graphic object in Final Copy's list of objects. If there are no graphic objects, "Result" will be 0.

NextObject <objectid> Return in "Result" the object id of the graphic object following the object specified by "objectid". If "objectid" is 0, then the object id of the object following the current object is returned. If there are no graphic objects after the specified object, then the result is set 0.

Redraw Reformat and redraw the screen. This should be called after all graphic objects have been drawn and/or moved to update the screen display.

Miscellaneous commands

Most of the following commands do not duplicate any of Final Copy's normal features. Their purpose is to provide flexibility to using ARexx with Final Copy.

ClearDoc (force) Clear the current document from the window. If "force" is supplied as a parameter, and there are changes to the document that have not been saved, the program will ask if you want to save them. See NOTE. under Close below.

Close (force) Close the current document. If "force" is supplied as a parameter, and there are changes to the document that have not been saved, the program will ask if you want to save them.

NOTE. If there are any changes to the document that have not been saved, the program will ask if you want them saved. If "force" is specified, the program will close/clear the document regardless of any unsaved changes, and will not ask if changes are to be saved.

Extract Return in the ARexx variable "Result" the text in a selected range. Text in a range is only returned through the end of a paragraph. For this to work the "Options Results" statement must be present.

Status <option>

Return in "Result" the status of the specified option.
The status options are:

- **BodyTextHeight** - return the total height of the document's body text.
- **ColumnGap** - return the "Page Setup" requester's "Column Gap".
- **Columns** - Number of columns in document.
- **EditArea** - "Edit Area" margins in a string formatted as "top bottom inside outside".
- **Filename** - Document's file name (no path).
- **FirstPage** - Document's first page #.
- **FontCase** - Case of text at insertion point.
- **FontColor** - Return the name of the color of text at the insertion point.
- **FontLeading** - Leading at insertion point.
- **FontName (ID)** - Filename of font at insertion point. If optional "ID" is specified, return the filename of the corresponding font. For example: FontName(2) will return the filename of the 2nd font opened. The valid range for "ID" is from 1 to NumFonts (see below).
- **FontOblique** - Oblique value at the insertion point.
- **FontPath(ID)** - Complete pathname of the font at the insertion point. See "ID" discussion in "FontName" above.
- **FontPosition** - Position (Normal, Subscript, or SuperScript) at the insertion point.
- **FontSize** - Size of text at insertion point.
- **FontStyle** - Style of text at insertion point.
- **FontWidth** - Width of text at insertion point.
- **FooterHeight** - Height of footer area.
- **HeaderHeight** - Height of header area.
- **HotZone** - Current paragraph's hyphenation zone.
- **Hyphen** - Current paragraph's hyphenation status.
- **Indent** - Current paragraph's "First Line" indent setting.
- **Justify** - Current paragraph's justification.
- **LeftMargin** - Current paragraph's left margin.

- **LeftRightPages** - Document's "left/right" page status.
- **LineHeight** - Height of current line.
- **NumFonts** - Total fonts in document.
- **Page** - page number of current page.
- **PageDim** - Dimensions of page as a string formatted in "Width Height".
- **Pages** - Number of pages in document.
- **PageType** - Type of page used as "USLetter", "USLegal", "A4", "B5", or "Custom".
- **Pathname** - Complete pathname of document.
- **Portname** - ARexx port name of document.
- **Position** - Position of insertion point as "Line Position", where "Line" is the line number within the document, and "Position" is the character position. If a range of text is selected, the result is returned as "BegLine BegPos EndLine EndPos".
- **PostScript** - The PostScript Preferences in a string formatted as "PrinterType Shade Orientation".
- **PostScriptFile** - PostScript file name.
- **PrintArea** - Dimensions of "Print Area" in a string formatted as "Top Bottom Left Right".
- **PrintCopies** - Number of copies to be printed.
- **PrintDensity** - Graphic density setting.
- **PrintDithering** - Graphic dithering setting.
- **PrintRange** - Range of pages to be printed formatted as "All" or "Range # #".
- **PrintSettings** - Print Settings Preferences in a string in the format: "PaperFeed PrintOrder Collate PrintFinalTo". "PaperFeed" options are "Continuous" and "SingleSheet". "PrintOrder" options are "FrontToBack" or "BackToFront". "Collate" options are "All", "OddOnly", or "EvenOnly". "PrintFinalTo" options are "GfxPrinter", "PSPrinter", or "PSFile".
- **PrintShade** - Graphic "Shade" option as "BlackWhite", "GreyScale", or "Color".
- **PrintThreshold** - Graphic Print Threshold as a value from 1 through 15.
- **RightMargin** - Paragraph's right margin.
- **Screen** - Screen width and height.

- **Spacing** - Paragraph spacing as "Single", "OneHalf", "Double", or "Variable".
- **StyleSheet** - Paragraph's style.
- **TitlePage** - Document's Title Page option as either "Yes" or "No".
- **Window** - Window dimensions as "Left Top Width Height MinWidth MinHeight MaxWidth MaxHeight" in screen pixels.

SizeWindow <width height>

Change the size a document window so that its width is "Width" and its height is "Height". "Width" and "Height" are specified in screen pixels.

Replace Text <text>

Replace all text with the characters in "text" using ASCII Input preferences for formatting.

ScrToBack Send the program screen to the back.

ScrToFront Send the program screen to the front.

WinToBack Send a window to the back.

WinToFront Send a window to the front.

ChangeWindow <left top width height>

Change a document window's size and position. This command is only available with Workbench 2.0 and higher. Coordinates are all in screen pixels.

MoveWindow <left top>

Move the position of a document window to specified screen pixel coordinates.

Notes...

Outlining

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Using styles to format an outline

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Promoting and demoting levels	13 - 4
Changing outline styles	13 - 4

Outlining

With Final Copy, you can easily format an outline using Final Copy's predefined "Outline" styles. In this chapter are instructions on:

- Creating an outline.
- Promoting and demoting outline levels.

Using styles to format an outline

When you begin a new document, Final Copy defines several default Styles for the document. Four of these styles can be used to create outlines. Using styles to create an outline makes the process of indenting, demoting, and promoting levels extremely easy. Contained within each of these outline styles are margin, first line indent, and tab stops definitions. Each outline style has a function key assigned to it, so the process of indenting or outdenting a line or an entire level is as easy as pressing a function key.

Below, the names of Final Copy's predefined outline styles are shown with the indentation defined for the style.

Outline 1

Outline 2

Outline 3

Outline 4

Using these four styles you can create outlines like the ones below.

Planning For An Older Population

All evidence indicates that the proportion of elderly people to younger people in society is increasing. The shift will require new planning for the future.

- I. Evidence of the shift
 - A. The declining birthrate
 - B. The changing death rate
 - C. Population profiles for the future
 - 1. Profiles based on current rates
 - 2. Profiles based on various predictions for the future
 - a. same birthrate, lower death rate
 - b. lower birthrate, same death rate
 - c. lower birth and death rates
- II. Implications of the population shift
 - A. For work and retirement patterns
 - 1. Current patterns
 - 2. Prospective patterns
 - B. For government planning
 - 1. Government income
 - 2. Government services
 - 3. Need for planning careers

The preceding outline was written in phrases. The same outline can be written in full sentences. Final Copy's outline styles makes this easy since all margins, tab stops, and indentations are defined within each style. Below is a portion of the same outline written in full sentences.

- I. Evidence of the shift in the ratio of older people in the population is available in our present statistics.
 - A. The birthrate is declining. Fewer children are born to the average woman.
 - B. The death rate is decreasing. More people are reaching a greater age.
 - C. From present statistics we can provide a profile of future population ratios. All profiles will suggest an older population.
 1. We can project the profiles by assuming the same birthrate and a lower death rate.
 2. We can assume a lower birthrate and the same death rate.
 3. We can assume both lower birth and death rates based on current trends.

Final Copy will not insert the heading numbers and letters - you will have to do this to suit your own needs. Final Copy's outline styles will, however, properly indent the first line, tab into the line, and indent the succeeding lines for any given level. When entering text for a given level, and you need more than one line for the level, do not press RETURN at the end of the line - Final Copy will automatically word wrap and indent the next line. The outlines shown above can be created using Final Copy's default outline styles.

Level	Style name	Function key
1 (I)	Outline_1	F1 (Shifted)
2 (A)	Outline_2	F2 (Shifted)
3 (1)	Outline_3	F3 (Shifted)
4 (a)	Outline_4	F4 (Shifted)

To create an outline using styles:

1. Press the SHIFT and F1 keys together, or choose "Outline 1" from the "Styles" menu.

This applies the level 1 style attributes.

2. Enter "I." and press the TAB key.

When you press the TAB key, the program advances the insertion point into the line.

3. Enter the text for the first level and press RETURN.

For example, "Evidence of the shift".

4. Press the SHIFT and F2 keys together, or choose "Outline 2" from the "Styles" menu..

This applies the Outline_2 style attributes.

5. Enter "A." and press the TAB key.

When you press the TAB key, the program will advance the insertion point into the line.

6. Enter the desired text and press RETURN.

For example, "The declining birthrate".

7. Continue pressing function keys to obtain the indentation necessary for the lines being entered.

Promoting and demoting levels

You can use the outline styles to promote and demote subsequent topics within a *single* level. Only one group of topics can be done at one time.

To promote or demote a series of topics:

- 1. Drag the mouse over the text in the topics to be promoted or demoted.**
- 2. Press the function key or choose the appropriate style menu item that corresponds to the level you want the topics to be.**
- 3. Modify the topics level indicators.**

Changing outline styles

You can change the attributes of Final Copy's default outline styles, add new ones of your own, and even delete ones you don't want to use. To accomplish these tasks refer to the instructions on Styles in Chapter 7.

Notes...

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Outlining



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Reference

This chapter contains descriptions of Final Copy's menus, rulers, and startup options. These descriptions may include page numbers of this manual where additional information may be found.

Menus

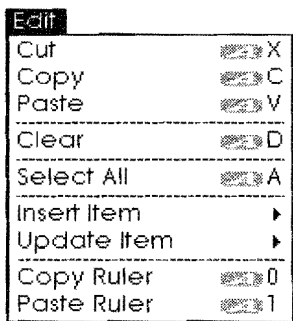
Below are descriptions of Final Copy's menus. The page numbers that accompany the descriptions refer to pages in this manual where additional information can be found.

Project menu

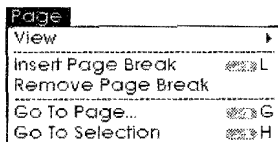


Command	Action
New	Brings up a new, untitled document window on your screen (page 5 - 2).
Open...	Displays the "Open File" requester to open a document (page 6 - 2).
Save	Save current document (page 5 - 6).
Save As...	Makes a copy of the current document via the "Save File" requester (page 5 - 7).
Print...	Print a document and/or make print settings (Chapter 10).
Print Merge...	Print form letters using current document and a data file (Chapter 11).
Page Setup...	Define parameters for the page (Chapter 4).
Preferences...	Set preferences for Display, ASCII I/O, Startup, Speller, Hyphenation, and Colors. Choosing any of these sub-menu items brings up a requester in which you define preferences (Chapter 3).
About	Access information about Final Copy (its licensors, and applicable patent numbers), as well as information about SoftWood, Inc. (address and phone number for technical support).
Quit	Exit Final Copy.

Edit menu



Command	Action
Cut	Removes selected text from the document and places it on the Clipboard.
Copy	Copies selected text to the Clipboard but does not remove it from the document.
Paste	Transfers text from the Clipboard into your document at the insertion point.
Clear	Removes selected text from the document. Nothing is placed on the Clipboard.
Select All	Select all text in the part of your document being edited (Body, Header, or Footer).
Insert Item	Insert the item named in the sub-menu at the insertion point. Insert Merge Field displays a requester so you can choose a data name (6-12) and (11-7).
Update Item	Update all instances of inserted dates and times in a document by choosing "Date" or "Time" from the "Update" sub-menu (page 6 - 13). Update selected "Merge Field" by choosing a data name from a requester (11-8).
Copy Ruler	Makes a copy of the ruler settings for the paragraph in which the insertion point is set.
Paste Ruler	Transfers copied ruler settings into the paragraph in which the insertion point is set.



Page menu

Command	Action
View	Changes page view magnification (page 7 - 2).
Insert Page Break	Inserts a page break at the insertion point (page 7 - 28).
Remove Page Break	Remove a page break in the paragraph in which the insertion point appears (page 7 - 29).
Go to Page...	Go to a certain page in your document (page 6 - 4).
Go to Selection	Go to previously selected text in your document (page 6 - 4).



Text menu

Command	Action
Font	Open fonts or choose fonts that have already been opened (page 7 - 12).
Size	Specify size of text (page 7 - 13).
Leading	Specify leading (line spacing) of your text for paragraphs with "Variable" line spacing (page 7 - 14).
Style	Specify the style of text to use—normal, underline, double underline, or strike through (page 7 - 14).
Position	Specify the position of text—normal, superscript, or subscript (page 7 - 15).
Width	Specify the width of text (page 7 - 15).
Case	Specify the case of your text—normal, small caps, or all caps (page 7 - 16).
Color...	Specify the color of text (page 7 - 16).
Oblique Percent	Specify the slant percentage of italicized text (page 7 - 17).

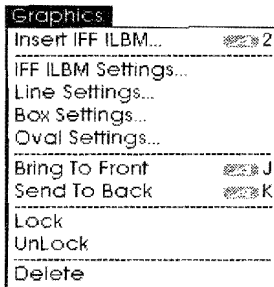
Type Specs...

Change any or all characteristics of existing or about-to-be-entered text (page 7-18).

Paragraph...

Set parameters for the current paragraph and/or program default values (page 7 - 3).

Graphics menu



Command

Action

Insert IFF...

Insert a previously created IFF ILBM graphic in your document (page 8 - 7).

IFF ILBM Settings...

Specify characteristics for IFF ILBM graphics (page 8-7).

Line Settings...

Specify characteristics of lines drawn using the line draw tools (page 8-3).

Box Settings...

Specify characteristics of boxes drawn using the box tool (page 8-4).

Oval Settings...

Specify characteristics of ovals drawn using the oval tool (page 8-6).

Bring to Front

Bring a selected graphic item to the front of several layers of graphic items.

Send to Back

Send a selected graphic item to the back of several layers of graphic items.

Lock

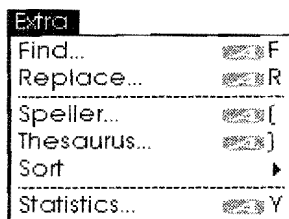
Lock the position and size of selected graphic object(s).

UnLock

Unlock the position and size of selected graphic object(s).

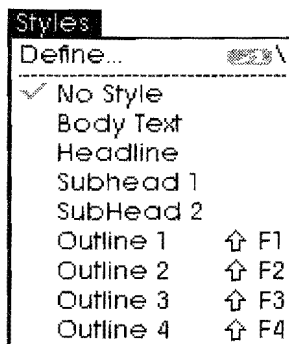
Delete

Delete the selected graphic object(s).



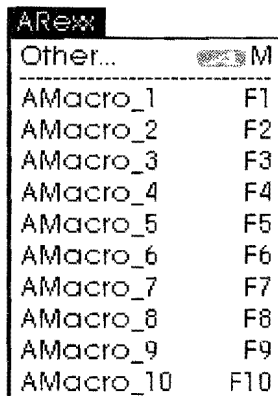
Extras menu

Command	Action
Find...	Locate a word or words to be found in your document (page 6 - 8).
Replace...	Specify a word (or words) in your document to be replaced with another word (or words) (page 6 - 10).
Speller...	Access Speller (page 9 - 2 to 9 - 6).
Thesaurus...	Access Thesaurus (page 9 - 7).
Sort	Sort paragraphs from low to high or from high to low (page 6-13).
Statistics...	Displays document statistics (page 9 - 8).



Styles menu

Command	Action
Define...	Define new styles or change existing styles. Includes options for paragraph features, tabs, and type specs (Page 7-20).
No Style	A default setting to be applied whenever you wish no predefined style characteristics to be used.



ARexx menu

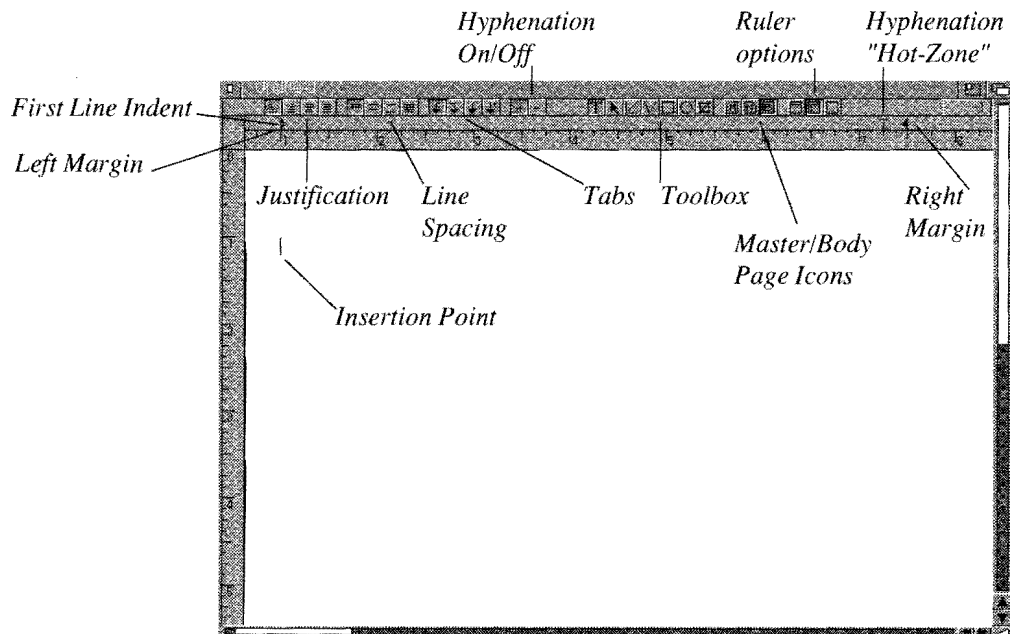
Command	Action
Other	Specify an ARexx script to be executed (Chapter 12).
AMacro_1 - AMacro_10	Execute an ARexx script with the same name as the menu item (Chapter 12).

The Rulers

Final Copy's rulers are used to show horizontal and vertical distances in a document. In addition, the horizontal ruler provides an easy, visual way to set paragraph characteristics. A paragraph is defined as zero or more keyboard characters terminated by a RETURN key. Every paragraph in a Final Copy document can have its own ruler settings. When you terminate one paragraph by pressing the RETURN key, the program automatically copies the ruler settings of the paragraph just terminated to the new paragraph. The following settings can be made using the ruler:

- Left margin
- Right margin
- First line indent
- Tab stops
- Hyphenation "hot-zone"
- Paragraph justification
- Line spacing
- Hyphenation ON/OFF

In addition to making paragraph settings, the ruler may also be used to select master pages and various drawing tools, and to specify which rulers are actually visible on your screen.



Starting Final Copy from CLI

Final Copy can be operated in either its own custom screen or on the Workbench™ screen. The program's custom screen is a 4 color screen that uses pre-defined colors that you cannot change. If you want control over screen colors, you will need to operate Final Copy on your Workbench™ screen.

You can start Final Copy from either its Workbench™ icon, a Workbench™ icon of a Final Copy document, or from the CLI. When you start Final Copy from the CLI you can specify an optional command line parameter to specify the type of screen you want to use. The options for this parameter are:

- WB** Workbench™ screen
- CL** Custom interlace screen
- CN** Custom non-interlace screen

In addition, when starting Final Copy from the CLI you can specify a document to be opened. Below are examples of starting Final Copy from the CLI:

FinalCopy -CL Work:Docs/Letter Start FinalCopy on its own custom interlaced screen, and open the document titled "Letter".

FinalCopy -WB Start FinalCopy on the Workbench™ screen.

ToolTypes

The following ToolTypes can be added to Final Copy's program icon:

- NOICON** Don't create icons for saved documents.
- DOCDRAWER=pathname** Use "pathname" as the default drawer when opening or saving a document.
- GFXDRAWER=pathname** Use "pathname" as the default drawer when inserting an IFF ILBM graphic.

MACRODRAWER=pathname	Use "pathname" as the default drawer when "Other" is selected from the ARexx menu.
FONTDRAWER=pathname	Use "pathname" as the default drawer when opening a font.
MAKEBACKUP	Instructs Final Copy to make a backup copy of a document when it is resaved. The backup copy is the document as it existed the last time it was saved. The name of the backup document is the same as the original with ".BAK" appended to the end. For example, "Hello.BAK" would be the backup copy of "Hello". Use of this tooltype ensures that you always have a backup of a document prior to new changes you make. The only downside is that the backup copy requires disk space.

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Appendix A:
Cursor Key Functions

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Cursor Key Functions

As you get used to using Final Copy, you may wish to learn some of its cursor key functions. The cursor keys are the up, down, right, and left arrow keys on the right side of your keyboard. When pressed, the cursor keys achieve the following actions:

Cursor Key	Cursor Action
Left_Arrow	Move to previous character
Right_Arrow	Move to next character
Up_Arrow	Move to previous line
Down_Arrow	Move to next line

The CTRL and ALT keys can be used to modify the action of the above cursor keys. In the list that follows the "+" character indicates that keys are pressed together. When cursor keys are pressed while also holding the CTRL, and /or ALT keys down, these actions result:

Keys	Cursor Action
CTRL+Left_Arrow	Move to first of current or previous word
CTRL+Right_Arrow	Move to beginning of next word
CTRL+Up_Arrow	Move to beginning of current or previous line
CTRL+Down_Arrow	Move to beginning of next line
ALT+Left_Arrow	Move to beginning of current or previous sentence
ALT+Right_Arrow	Move to beginning of next sentence
ALT+Up_Arrow	Move to beginning of current of previous paragraph
ALT+Down_Arrow	Move to beginning of next paragraph
CTRL+ALT+Left_Arrow	Move to beginning of current line
CTRL+ALT+Right_Arrow	Move to end of current line
CTRL+ALT+Up_Arrow	Move to beginning of document
CTRL+ALT+Down_Arrow	Move to end of document

If you also depress the Shift key with any of the functions described above, the text through which you are moving will be selected (if not already selected) or deselected (if already selected).

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Appendix B:
Keyboard Shortcuts



Keyboard Shortcuts

Whenever a menu item appears with a letter to the far right of the item's border, you have the option of using the keyboard to choose the menu item rather than using the mouse.

To use the keyboard to choose a menu item:

1. Hold down the "A" key that is on the right side of the space bar on the keyboard.
2. While continuing to hold down the "A" key, press the key that is appropriate for the menu item you want to choose.

Project Menu

N New
O Open
S Save
W Save As
P Print
Q Quit

Edit Menu

X Cut
C Copy
V Paste
D Clear
A Select All
3 Insert Date
5 Insert Time
7 Insert Page #
8 Insert Merge Field
4 Update Date
6 Update Time
9 Update Merge Field
0 Copy Ruler
1 Paste Ruler

Page Menu

L Insert Page Break
G Go To Page
H Go To Selection

Text Menu

T Open Font
B Normal Style
U Underline
E Double-Underline
I StrikeThru
! Normal Position
@ Superscript
Subscript
\$ Normal Case
% Small Caps
^ All Caps
, Type Specs
. Paragraph

Graphics Menu

2 Insert IFF ILBM
J Bring to Front
K Send to Back

Extra Menu

F Find
R Replace
[Speller
] Thesaurus
Y Statistics

Styles Menu

**** Define

ARexx Menu

M Other

B

Appendix

Appendix C:
Helpful Hints for
Better Documents

—

Helpful Hints for Better Documents

Readability and Layout

The ultimate goal of any document is to be read. Your job, as the creator of that document is to do everything in your power to make it appealing and readable. Layout is merely a way of drawing the reader through the page and should never interfere with the reader's ability to read and understand the message of the document.

The following are some suggestions on how to make your documents look good and get read. These are just guidelines. There is no substitute for your own instinct and experimentation when it comes to making your document the best it can be.

Serif vs. Sans Serif

A serif typeface is one in which the strokes of the letters end with small finishing strokes. Sans serif type faces do not. For example, this sentence is in a serif typeface. **This sentence is in a sans serif typeface.**

Mixing Typefaces

Final Copy gives you the flexibility to combine any number of typefaces in your documents. If you follow a few general guidelines when mixing fonts, your results will be very effective.

First, similar typefaces are normally not used together. That's why you should not use two serif (or two sans serif) faces on the same page. The subtleties that make each typeface unique are lost when two or more similar faces are competing.

Second, minimize the number of typefaces, sizes, styles, case formats, etc. on each page. It may be tempting to use as many of Final Copy's exciting features as possible in each document, but the result would be a very busy, confusing jumble. By all means, experiment with your type, but keep each document clean and readable.

Third, provide a contrast between headlines and body text in your document. You will notice that most publications use a bold sans serif typeface for headlines and a serif face for the text. There are reasons for this tried and true practice. A bold sans serif face pro-

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Appendix

vides an instant “pop” of recognition and legibility (an important requirement for headlines), while a serif face gives the readability that is so important in larger blocks of text.

Body Text

Sans serif type gives a clean, less conventional look to your text, but is not as readable in large quantities as serif text. So while you might wish to use a sans serif type face occasionally for your body text, remember that it is not usually as readable as a serif face.

Headlines

In order to be effective, headlines should be left justified. This guideline is based on the rudiments of reading. Your eye naturally wants to move to the right and downward. A left justified headline has the effect of pulling your reader's eye into the body text below.

Avoid all caps in a headline, too. A series of capital letters slows down the reader's ability to decipher the words, and you want the headline to grab them quickly and pull them into the text.

Above all, be consistent. All headlines in a document should be of uniform size and style.

Columns and Line Length

Studies have shown that seven to eight words per line are most readable (a serif typeface may handle nine to ten words per line without sacrificing too much readability). This may be achieved in several ways using Final Copy's columns and type features.

First, consider increasing the number of columns if you have large blocks of text. If you elect to use very narrow columns, use left justified type to avoid hyphenation and spacing problems that can occur with full justified type.

Second, consider increasing the size of your type if it is very small. Typically, body text is set in 10 or 12 point type. Anything smaller than that alienates an older reader and impairs readability for readers of all ages.

White Space

When designing your documents, do not hesitate to leave blank spots, or white space, in your documents. A page that is filled completely with text and graphics can look overwhelming to a reader and decrease his or her likelihood of actually reading your document. White space, however, gives the page a feeling of openness and gives your reader room to breathe.

White space may be achieved in many ways. Try using wide margins, or leaving empty space before or after a headline. To see how white space is used by designers, study a few magazines, paying special attention to the advertisements. Then take what you like and apply it to your own documents.

Widows, Orphans, and Rivers

These are three big typographical problems with funny little names. Avoid them whenever possible.

A widow occurs when a paragraph ends and leaves less than seven characters on the last line (the last line is called the widow). This is made even worse when the last line is only a portion of a hyphenated word. Adding a word or widening a margin slightly will usually correct a widow.

An orphan occurs when the last line of a paragraph is too long to fit entirely at the bottom of a column and continues at the top of the next column. An orphan may be corrected by removing words or lengthening a column slightly.

A river occurs when the space between words becomes greater than the space between the lines. This phenomenon typically occurs only when you are working with full justified text. Be alert to any rivers of white running vertically through your text. It may be possible to correct this problem by switching to left justified text.

1. The first part of the document is a list of names and titles, including "The Hon. Mr. Justice" and "The Hon. Mr. Justice".

Appendix D:
Glossary

Glossary

all caps All capital letters.

ARexx Amiga Rexx macro language.

ascender The part of a lowercase letter that moves above the x-height (*letters with ascenders include b, t, f, and l*). Leading or line spacing must allow enough room for ascenders.

ASCII File format used in most text editors.

baseline An imaginary line that runs along the bottom of letters. A portion of some letters descend below the baseline.

body copy A page or column of body type.

body type Type sized 12 points or smaller.

boldface type Type that is blacker and heavier than its normal appearance.

bullet A bold dot or mark that is used to draw attention or to set off an element in a series or list.

cache An internal-memory listing used by the speller to store recently used words, thereby eliminating the need for disk accesses to verify their spelling.

column A section of a page that runs from top to bottom.

copy A word used to refer to written material.

crop The act of removing unwanted areas of a graphic.

descender The part of a lowercase that descends below the baseline. Leading or line spacing must leave enough room for descenders.

display type Any type larger than 12 points, such as that used for headlines and titles.

flush left Type that is aligned even with the left margin.

flush right Type that is aligned even with the right margin.

D

Appendix

font The word used to refer to a complete family of type in a particular style or design.

gadgets Areas on a window or requester that are clicked on to perform some action.

hanging indent An indent where the second and all following lines of a paragraph are indented a preset amount of space.

hyphen hot zone The point in a line of text where a word becomes eligible for hyphenation.

italic type Type that slants to the right. May be used instead of underlining to designate names of publications, etc. Also may be used for emphasis or decoration.

leading The amount of space between lines of type, as measured in points. *Leading* rhymes with *bedding*.

lowercase Small (non-capitalized) letters.

orphan A solitary line of type at the top of a page or column; usually the continuation of text in the previous column.

pica One-sixth of an inch, or 12 points.

point A unit of measure applied to type. There are 72 points in an inch.

RAM The abbreviation for random access memory. This is your computer's internal memory bank which is used for running programs such as Final Copy.

sans serif type A typeface in which all strokes in the letters are similar in size and do not have serifs. The beginning words of this entry, "sans serif type" appear in a sans serif type.

script Type that resembles calligraphy or handwriting.

scroll gadget The Final Copy gadget that enables you to scroll through your document. The scroll gadget has three components: the scroll bar, the scroll box, and the scroll arrows.

serif Small finishing strokes appearing at the end of a letter stroke. The definition portion of this entry appears in a serif typeface. The beginning word “serif” appears in a sans-serif face.

small caps Capital letters that appear smaller than regular capital letters for a specified point size.

tombstone headlines Side-by-side headlines in the same size and style - An undesirable occurrence.

typeface A particular style of type.

upper case Capital letters.

white space The space on a page that is not occupied by text or graphics.

widow A line of type at the bottom of a page or column; usually the beginning of text in the next page or column.

x-height The height of the lowercase x in a certain typeface.

Appendix E:
Final Copy PSFonts

[illegible]

Final Copy™ PSFonts

E

Appendix

Fonts in the PSFonts drawer are similar to PostScript™ fonts in laser printers. Final Copy™ font names and the trademarked names they are similar to are:

A	AvantGarde Book (ITC™)
<i>A_Italic</i>	<i>AvantGarde Book Oblique (ITC™)</i>
A_Bold	AvantGarde Demi (ITC™)
<i>A_Bold_Italic</i>	<i>AvantGarde Demi Oblique (ITC™)</i>
B	ITC Bookman (ITC™)
<i>B_Italic</i>	<i>ITC Bookman Italic (ITC™)</i>
B_Bold	ITC Bookman Bold (ITC™)
<i>B_Bold_Italic</i>	<i>ITC Bookman Bold Italic (ITC™)</i>
C	Courier
<i>C_Italic</i>	<i>Courier Italic</i>
C_Bold	Courier Bold
<i>C_Bold_Italic</i>	<i>Courier Bold Italic</i>
H	Helvetica (Linotype™)
<i>H_Italic</i>	<i>Helvetica Italic (Linotype™)</i>
H_Bold	Helvetica Bold (Linotype™)
<i>H_Bold_Italic</i>	<i>Helvetica Bold Italic (Linotype™)</i>
P	Palatino (Linotype™)
<i>P_Italic</i>	<i>Palatino Italic (Linotype™)</i>
P_Bold	Palatino Bold (Linotype™)
<i>P_Bold_Italic</i>	<i>Palatino Bold Italic (Linotype™)</i>
S	New Century Schoolbook
<i>S_Italic</i>	<i>New Century Schoolbook Italic</i>
S_Bold	New Century Schoolbook Bold
<i>S_Bold_Italic</i>	<i>New Century Schoolbook Bold Italic</i>
T	Times (Linotype™)
<i>T_Italic</i>	<i>Times Italic (Linotype™)</i>
T_Bold	Times Bold (Linotype™)
<i>T_Bold_Italic</i>	<i>Times Bold Italic (Linotype™)</i>
Z	<i>ZapfChancery (ITC™)</i>

• All product and brand names are trademarks of their respective owners.

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